

FareShare

Job Description - Fund Officer - Food Team

Reporting to:	Commercial Manager
Location:	Deptford, SE London / Remote working
Contract:	Permanent
Hours:	Full Time 35 Hours
Salary:	£25,000 - £27,000

About FareShare

FareShare is the UK's national network of charitable food redistributors, made up of 18 independent organisations. Together, we take good quality surplus food from right across the food industry and get it to almost 11,000 frontline charities and community groups. During 2020, we redistributed 113 million meals through our FareShare Regional Centres and our retail surplus model FareShare Go, reaching over 1 million people.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first.

The COVID19 pandemic has shone a spotlight on the issue of food insecurity in the UK and with it, FareShare's ability to get food to vulnerable communities nationwide. We are fortunate to benefit from the support of major retailers, the media, sports ambassadors and a groundswell of public engagement. As a result, there has never been a more exciting time to join an organisation at the heart of public consciousness.

FareShare's Strategy & Vision

Vision: We have the vision of a UK where “No good food goes to waste”.

Mission: To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

Our Purpose: We are doers. We are a community. We change lives.

Our Values: **Passion** - for our cause and the challenge that lies ahead

Ambition - to go the extra mile and drive the change that must happen

FareShare aims to be an equal opportunity employer



Respect - for ourselves, each other, our volunteers, our partners and our beneficiaries

Collaboration - it's only by working with others that we can be stronger

Focus - on providing the best service possible so that we deliver and achieve the most for our clients/customers.

The role

The Fund Officer is responsible for managing FareShare's relationships with food suppliers, who we call 'partners', across the UK to provide the food volumes which keep our network of charities supplied. This role has been created to provide administrative and analytical support to the team with a particular focus on the administration of FareShare's Surplus with Purpose Fund. We use the Fund to help us access good to eat food that would otherwise go to waste.

FareShare launched its Surplus with Purpose Fund in 2019 with an aim to reduce edible food waste in the UK. The Fund helps food businesses to offset the costs involved in diverting edible safe-to-eat surplus food to FareShare that otherwise may be sent to waste channels. These include most commonly labour and packaging costs.

Working closely with the Commercial Managers and other members of the Food Team the Officer will maintain records of supplier agreements under the Fund, track them through to invoice approval, resolve any invoicing issues and provide data analysis and reporting on the use of the Fund.

The role will also support the maintenance and accuracy of other systems used within the Food team to ensure partner account records are up to date and GDPR policies are adhered to. The role will also support the preparation of supplier data based impact reports and case studies.

This role will play a leading part in enabling FareShare to effectively and efficiently manage the Fund which plays an important part in enabling us to access good quality, nutritious surplus food. It will suit an individual who thrives in a busy environment, who is able to work with data to a high level of accuracy and is comfortable working with a range of stakeholders.

Main areas of responsibility

Fund Administration

- Working closely with the Commercial Managers, maintain overall records and provide efficient administration of the Surplus with Purpose Fund
- Assess applications against Fund rules, accurately maintaining all relevant records of applications and expenditure relevant to the Fund and ensuring data is accurate and clean
- Review invoices for payment approval, working closely with the Finance Team and Commercial Managers flagging any anomalies and ensuring that appropriate payment timelines are maintained
- Provide information on how businesses can use the Fund for Food team members
- Proactively identify opportunities to improve and automate the administration and monitoring of the Fund for internal and external stakeholders against Fund KPIs
- Support the establishment of data administration and monitoring for any similar funding opportunities that may arise

Analysis and Reporting

- Provide reports and analysis on use for the Fund or similar projects to support project reports, reviews and proposals to partners and funders
- Support analysis of information provided by colleagues in the Finance Team
- Support the Commercial Manager in coordinating timely submission of forecasts and reviews against budget
- Proactively identify trends or changes in use of the Fund supporting insight into any anomalies or budget variances

Communication and Stakeholder Engagement

- Liaise directly with external food businesses to support setting up new users to the Fund and support existing users, providing a high level of customer service
- Liaise with a range of internal stakeholders including the Marketing and Fundraising teams to identify suitable case studies to support reports demonstrating the use of the Fund and its impact
- Contribute to the development of resources to promote the Fund externally
- Contribute to any research with food businesses on their use of the Fund
- Support queries from internal teams on the Fund or other ad hoc donor projects
- Attend monthly budget review meetings
- Support the Food team with the preparation of supplier impact reports

Food Team Systems

- Provide support to the Food Team to improve use of using its CRM system (SalesForce) and business analytics programme (Power Bi)
- Support the maintenance and accuracy of account management information
- Develop an appreciation of how the Food Team use the systems to support decision making and offer troubleshooting support
- Support the team in managing personal contact data in its CRM system in line with GDPR policies.

Competencies and behaviours

- Advanced user of excel and technical skills to analyse data
- Excellent numeracy skills with excellent attention to detail
- Pro-active, organised and able to work under pressure
- Ability to prioritise effectively and cope with competing demands
- Ability to use own initiative working independently and responsibly
- Good written and verbal communication skills
- Proficient IT skills, including all Microsoft office packages.

Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable in this role.

Essential Experience

- Experience of financial administration including invoice approvals
- Understanding of the principles of budget administration
- Experience of conducting data analysis to provide insight and overviews on progress against KPIs
- Proven customer service skills
- Proficient skills in CRM systems and ideally business analytics programmes such as Salesforce and PowerBi
- Experience of working cross functionally within a busy organisation
- Excellent computer skills, advanced excel user, able to use functions to analyse and summarise data

Desirable

- Experience of project reporting for internal or external audiences
- Budget management experience, including reviewing budgets and expenditure
- Interest and understanding of the food industry and or food waste reduction

For any further questions on this please email recruitment@fareshare.org.uk

Application Process

If you would like to apply for this role, please send a copy of your CV and a supporting statement showing how you meet the essential experience outlined in the person specification to recruitment@fareshare.org.uk

Closing date for receipt of applications is 31st October 2021
Interview will take place week commencing TBC