

Chief Executive Officer



Job Description

Responsible to: The Board of Trustees of the Chiltern Foodbank

Salary: £30,000 + 6% matched pension

Part-time: 25 hours per week

Annual Leave: 25 days holiday per annum (pro-rata)

Contract: Permanent

Location: Based at the main Foodbank site (currently in Chesham), with travel around the area served by Chiltern Foodbank, and other locations within the UK

Overall responsibility of the role:

Leadership of the Chiltern Foodbank. Leading the Foodbank team to address the needs of local people who are experiencing food poverty. This includes strategic development, partnership working, and external representation. Overseeing others to ensure that Chiltern Foodbank operates smoothly and efficiently with standards in accordance with the Trussell franchise model. Working with the Trustee Board to guide the development and execution of the Foodbank's key objectives, which is to enable everyone in our communities to access food when they need it, to reduce the need for clients to return to the Foodbank, and to build awareness of food poverty and its causes.

Key responsibilities

Strategic development

- Support the trustees in development and delivery of a strategic plan.
- Work with external stakeholders and agencies to engage them in the development of shared initiatives to achieve the strategic objectives of the foodbank.
- Keep trustees, staff and volunteers informed of proposed and actual developments for the Foodbank, and receive and consider their inputs and suggestions.
- Meet with employees and with volunteers in management and leadership roles to share ideas, address issues and agree improvements.

Management of Foodbank Activities

- Delegate, manage and support key staff and volunteers to ensure the smooth running of the day to day operations of Chiltern Foodbank.

Reporting to Trustees

- Report to the charity's trustees at their regular meeting (usually every 2 months) or at such special meetings as the trustees may call.
- Prepare papers, advise the trustees of exceptional events, such as complaints, major press contacts, accidents, external evaluations or risk to reputation, and make recommendations for changes to policies and practice.
- Provide a draft annual report narrative for the trustees' consideration.

Employees and Volunteers

- Support staff and volunteers across the Foodbank, enabling them to fulfil their roles effectively and maintaining their commitment and morale
- Manage employees in accordance with employment law and good practice
- Advise the trustees on employee related issues.
- Delegate responsibilities for day-to-day operations as appropriate
- Support staff and volunteers across the Foodbank, enabling them to fulfil their roles effectively and maintaining their commitment and morale.

Other Agencies, stakeholders and public relations

- Develop strategic relationships with other agencies and stakeholders to enable the implementation of Chiltern Foodbank's Strategic Plan.
- Communicate with referral agencies to establish effective referral pathways, promoting early support and the issuing of emergency food parcels as a last resort.
- Ensure communications are in place to maintain engagement of supporters and partners, including our digital presence through website and social media
- Be the public face of the Foodbank - giving talks and representing the Foodbank at external meetings.

Finance

- Develop the Foodbank's finance policy and procedures along with the Treasurer.
- Develop and oversee the Foodbank's grant giving schemes in line with strategic objectives and recognised good practice.

Quality Assurance

- Monitor the views of stakeholders.
- Undertake the annual Quality Assurance visit from Trussell.

Person Specification

Experience

- Experience in a leadership role
- Track record of managing projects to successful completion.
- Experience of managing people
- Experience of working or volunteering in an organisation that deploys volunteers
- Ability to lead engagement with the local community, external agencies and all key stakeholders

Skills and Attributes

- Strong leadership and decision-making abilities.
- Ability to manage and monitor the development of a project
- Excellent communication and interpersonal skills and confident public speaker
- Proficient in using digital systems and tools.
- Ability to work independently, prioritising tasks effectively.
- Numerate and comfortable interpreting statistical and financial data
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds
- Able to lift and move loads of 17 kg safely.

Values and Other Requirements

- Honesty and integrity
- Passionate about tackling food poverty
- A strong alignment with the values of Chiltern Foodbank.
- Driver with a clean licence and access to a suitable vehicle when needed e.g. for delivering food parcels to clients.
- DBS Check
- Willingness to work flexibly, including evenings and weekends as required.

Training provided

- Induction to the Trussell network, local strategic partners working on food provision and anti-poverty, and to the Foodbank operations and systems.
- IT systems training as required, e.g., use of the Data Collection System.
- Health & Safety, including manual handling.
- Safeguarding training to ensure compliance and best practices.
- Data Protection training to ensure GDPR compliance