



Job Description and Person Spec for South Belfast Foodbank Project Manager

Post Title: Project Manager for South Belfast Food Bank (SBFB)

Salary: NJC Scale Point 24, £35,412 (Subject to review)

Hours of Work: 37.5 Hours per week

Place of Work: South Belfast Foodbank, 119 University Street, Belfast

Reports to: South Belfast Foodbank Board of Directors (Designated Individual)

Permanent Role, subject to funding.

Job Scope:

Responsible for oversight of South Belfast Foodbank Warehouse and Distribution Centres, including management of staff, facilities, budgets, resources, stakeholder communication and engagement.

Main Duties and Responsibilities:

1. Project Life Cycle Management

- a. Oversee end-to end delivery of programmes in line with organisational strategy, from scoping and planning through to execution and evaluation.
- b. Provide oversight to Admin and Warehouse teams in delivery of Foodbank services.
- c. Ensure South Belfast Food Bank complies with all statutory requirements and Trussel Trust guidelines, policies and partnerships.

2. Stakeholder Engagement

- a. Co-ordinate with local delivery partners, volunteers, trustees and the wider community, ensuring alignment with the Foodbank's strategic plan and Trussel Trust values and goals.
- b. Work with the Administration Manager to ensure regular communications with all key stakeholders, including Board, donors, volunteers and corporates.
- c. Attend and contribute to Trussel Trust networking and training events and report on Trussel partnership projects hosted by South Belfast Foodbank.,

3. Finance and Resource Management

- a. Manage income and expenditure budgets, control costs and track performance against timelines and key performance indicators.
- b. Prepare business cases for approval and report to monthly Finance and Audit Sub-Committee.
- c. Develop and deliver on fundraising strategy, including drafting grant applications, representing South Belfast Foodbank to church/community groups and running bi-annual food collections.
- d. Ensure legally compliant management of all SBFB buildings and vehicles.

4. Governance & Reporting

- a. Ensure legal compliance of all aspects of the SBFB operation.
- b. Prepare written reports for SBFB Board, Trussel Trust and other key stakeholders.
- c. Report to monthly SBFB Board of Trustee meetings (usually held in evenings) to present reports and take questions.

5. Supervision and Support

- a. Provide ongoing supervision and development of Administrative Manager, including her co-ordination of the Foodbank volunteer programme.
- b. Conduct appraisals with staff, setting clear performance indicators and providing actionable constructive feedback.
- c. Mentor and guide team members, identifying skill gaps and supporting ongoing development.
- d. Engage with your own supervision and support from the designated Board member.

6. Ongoing personal development: Undertake training and support as needed.

7. Any other duties as shall be requested by the Board of Trustees.

See Person Spec on Page 3

To apply for this position, please send your CV with a cover letter showing how you meet the criteria for the post to recruitment@southbelfast.foodbank.org.uk

Notes:

- 1. Cover Letter maximum word count: 400
- 2. Please send your cover letter and CV in PDF format if possible
- 3. Place your full name in the subject line of the email
- 4. For more information, see <https://southbelfast.foodbank.org.uk/> and <https://www.trussell.org.uk/>

Closing Date: 4:00 PM on 17 August, 2026

Interviews to take place week of 24 August.

South Belfast Foodbank Project Manager Role Criteria

		Essential	Desirable
Qualifications	Third level qualification in Business management.		X
Experience	3-5 years demonstrable experience in a Senior Management position running projects, ideally within the third sector.	X	
	Proven experience managing annual budgets of at least £150,000.	X	
	At least 2 years' experience in staff or volunteer management role, including provision of ongoing supervision and development.	X	
	Knowledge of Foodbanks or working with people in poverty.		X
	Experience of supporting volunteers.		X
Communication	Excellent verbal/written communication skills with the ability to engage diverse audiences and draft clear reports.	X	
	Experience of delivering presentations and engaging with churches and corporates.		X
Organisation	Strong self management skills with a proven track record of multitasking and delivering multiple projects concurrently	X	
	Highly organised and self-motivated, able to work on own initiative to tight deadlines.	X	
Fundraising	Proven track record in raising funds for projects or charities via individuals, corporates or grant-makers.	X	
Personal	Willingness to respect the aims and Christian ethos of South Belfast Foodbank and of the Trussell Trust.	X	
	Willing to travel occasionally for Foodbank business as required.	X	