Welcome!

Thank you for your interest in Chichester District Foodbank!

Nobody in our community should face hunger or hardship alone. That's why we provide emergency food and compassionate, person-centred support to people referred to us in crisis. As part of the Trussell network, we are working not only to meet immediate needs, but also to address the root causes of poverty.

As Fundraising & Partnerships Manager at Chichester District Foodbank, you will play a vital role in supporting the wellbeing of people using the foodbank through holistic support, meaningful connection, and improved access to wider services. You will also help to empower people with lived experience of poverty and food insecurity to influence decisions and campaign for change in their communities.

You will build trusted relationships with people accessing support and partner organisations, creating safe, inclusive spaces where people can share their experiences, develop confidence and skills, and actively shape services. Compassionate, approachable, and person-centred, you will be committed to listening well and empowering others with sensitivity and respect.

We celebrate and nurture equity, diversity, and inclusion and warmly encourage applications from candidates who bring backgrounds, perspectives and insights that are underrepresented in our sector.

With warm wishes,

Sarah Adams, CEO

About Chichester District Foodbank

Chichester District Foodbank was established in 2012 in response to growing levels of hardship across Chichester District.

Today, we support people throughout Chichester, Midhurst, Petworth and Selsey. Our work is delivered by a small dedicated staff team, a committed Board of Trustees, and over 200 volunteers.

The food bank provides emergency food and practical support to individuals and families experiencing crisis, including those affected by low income, debt, illness, and delays or changes to benefits. Support is delivered through a referral system, working in partnership with local agencies and professionals to ensure people receive the right help at the right time.

While emergency food is a vital part of our service, our work goes far beyond this. We support people to access additional services such as debt advice, housing support, employment guidance, and wellbeing services - helping to address the underlying causes of poverty and build greater stability for the future.

We are committed to providing a welcoming, respectful, and non-judgemental environment for everyone who seeks our support, guided by our Christian values of dignity, compassion and community.

Proud to be part of Trussell

Chichester District Foodbank is part of the Trussell network, working alongside communities across the UK to end hunger and poverty.

Trussell supports a nationwide network of food banks providing emergency food and practical support to people in crisis. In 2025, Trussell food banks distributed more than 2.6 million emergency food parcels across the UK, with around 900,000 of these provided for children.

As part of this network, we deliver vital local support while contributing to a national movement tackling the root causes of poverty, working towards a future where food banks are no longer needed.

Our values

- We are committed to justice and the ending of poverty in Chichester District.
- We are compassionate and stand in solidarity with people that need our help.
- We put the well-being of people served by the food bank above everything else.
- We always uphold and protect their dignity and treat everyone with respect
- We are committed to welcoming and caring for all staff, volunteers and clients.
- We hold ourselves accountable and acknowledge and assume responsibility for actions, decisions, and consequences – as individuals and as an organisation.

About the Role

The Fundraising & Partnerships Manager is a pivotal new role designed to strengthen and diversify Chichester District Foodbank's income streams. As a solo generalist fundraiser, the postholder will lead on all core fundraising activities, spanning grant writing, corporate engagement, community events, and individual donor retention.

The primary focus is to secure sustainable financial resources, build lasting local relationships, and ensure the long-term resilience of the charity.

Key Areas of Responsibility

1. Trust, Foundations & Grant Writing

- Research: Identify and map out new grant funding opportunities from local, regional, and national trusts.
- Bid Writing: Write and submit compelling, tailored funding applications to secure restricted and unrestricted income.
- Impact Reporting: Gather project data, volunteer insights, and client case studies to produce robust end-of-grant monitoring reports for funders.

2. Corporate & Strategic Partnerships

- Business Engagement: Proactively identify, pitch to, and secure partnerships with businesses across the Chichester district.
- Relationship Management: Nurture existing corporate relationships to maximize charity-of-the-year status, corporate donations, and employee volunteering.

3. Community & Events Fundraising

- Campaign Delivery: Develop and coordinate creative fundraising campaigns and seasonal appeals, working closely with the Social Media Officer to build engaging digital assets and promotional content.
- Local Outreach: Act as an ambassador to build strong connections with local community groups, schools, and churches.
- Event Support: Plan and oversee public fundraising events, supporting external volunteers who wish to fundraise on behalf of the food bank.

4. Individual Giving & Donor Stewardship

- Donor Retention: Design and implement a donor care strategy to improve the retention rate of regular monthly givers and one-off supporters.
- Thank-You Oversight: Oversee the donor acknowledgment process, working alongside the Admin Officer to ensure timely, personalized thank-you communications are dispatched.
- Data Administration: Ensure all donor records, gift aid declarations, and communication preferences are accurately maintained.

5. Strategy & Governance

- Strategy Development: Collaborate with the CEO and Board of Trustees to design and deliver an innovative, sustainable multi-year fundraising strategy.
- Compliance: Ensure all fundraising activities adhere to the Code of Fundraising Practice and strict GDPR data protection guidelines.

Desirable Skills

- Systems & Tools: Familiarity with charity CRM databases to manage donor data and tracking.
- Team Collaboration: Experience working collaboratively with marketing or communications colleagues to maximize the online reach of campaigns.
- Sector Knowledge: Previous experience working within a faith-based organization, local charity, or anti-poverty sector.

Person Specification

- Fundraising Generalist: Proven experience working across multiple fundraising disciplines, ideally including grant writing, corporate engagement, and community events.
- Communication: Exceptional written communication skills for writing grant bids, and warm, persuasive verbal skills for pitching to stakeholders.
- Organization: Highly organized with the ability to manage a varied workload, prioritize deadlines, and self-start in a solo role.
- Relationship Building: Confident and empathetic when building relationships with a diverse range of stakeholders, including corporate donors, church groups, volunteers, and operational staff.
- Mission-Driven: Strong personal alignment with the values and vision of Chichester District Foodbank and the wider Trussell Trust network.

Personal Qualities

• Compassionate, non-judgmental, and person-centred approach.
• Commitment to dignity, justice, and empowering people with lived experience.
• Collaborative and inclusive, with a strong commitment to nurturing diversity and equity.
• Resilient and adaptable generalist who thrives when taking ownership of a varied workload.
• Accountable and proactive, ensuring decisions are led by personal integrity and transparency.

Essential Circumstances

• Enhanced DBS check (due to working with vulnerable adults).

• A driving licence and access to a vehicle may be required for community engagement.

How To Apply

Deadline to Apply: 26th November 2026

Interviews: 2nd December 2026

Start date: w/c 11th January 2027

If you would like to apply for the role of Fundraising & Partnerships Manager, please send your CV and an accompanying cover letter (max. 2 pages) outlining how your experience and expertise make you suitable for this role. Also, tell us why you are passionate about joining us as our new Fundraising & Partnerships Manager.

Please send your application to Sarah Adams:
sarah@chichesterdistrict.foodbank.org.uk

You are encouraged to share any interview access requirements in a covering note with your application.

Your application will be stored and processed according to our Data Policy and will be deleted after six months. If you are employed by us, the information you provide will be kept securely and become part of your record with us.

What we can offer

Salary: £20,159 (£33,599 full time equivalent)

Pension: 3% Contribution from Chichester District Foodbank

5% Employee Contribution

Working Hours: 22.5 hour per week (3 days per week/ flexible hours)

Holiday: 25 days plus bank holidays (pro rata)

Location: Unit 10, Chichester Trade Centre, Quarry Lane, PO19 8ET

Commitment to Safeguarding

Chichester District Foodbank prioritises the safety of everyone within the charity very seriously and expects all to adhere to our safeguarding policy.

In particular, Chichester District Foodbank expects anyone who becomes aware of a safeguarding risk or actual abuse to report it immediately to the safeguarding lead.

Additional Information

Website: chichesterdistrict.foodbank.org.uk

LinkedIn: Chichester-District-Foodbank

Facebook: ChiDistrictFoodbank

Instagram: @ChiDistrictFoodbank

X: @ChiDistFoodbank

Trussell: Trussell.org.uk

Chichester District Foodbank
Together with Trussell