



## MEA Affordable Food Club

### **Position: Affordable Food Club Manager, Mid and East Antrim Affordable Food Club**

#### **About the Role:**

The successful applicant will lead a small team of staff and volunteers and oversee strategic management and daily operations of our Affordable Food Club. This is a key leadership role, offering the opportunity to make a significant impact on our community while managing a dynamic and growing operation. This senior position requires excellent organisational skills, leadership abilities, and a strategic mindset to manage multiple locations and stakeholder relationships.

#### **Key Responsibilities:**

##### **Strategic Management**

- Deliver the Affordable Food Club strategy and action plan (currently in development) including ongoing monitoring and evaluation with support from the Board of Trustees
- Develop and maintain relationships with key suppliers, donors and funders
- Develop and maintain our network of referral partners
- Develop and maintain our network of support organisations for signposting and onward referral
- Proactively raise the profile of the Affordable Food Club with potential donors or supporters as well as clients through a planned approach to communications
- Develop and implement a planned approach to fundraising and sustainability of the organisation including applying for funding as appropriate.
- Represent the Affordable Food Club where appropriate on relevant networks and working groups

##### **Operational Management**

- Deliver the aims and objectives of the Affordable Food Club within agreed financial limits
- Lead daily operations across three locations including meeting weekly with staff
- Manage, support and supervise a small team of staff and volunteers
- Oversee the allocation of clients to Support Workers and the regular review of client engagement



## MEA Affordable Food Club

- Oversee stock management and inventory control systems including placing orders as required
- Ensure compliance with regulatory requirements including (but not limited to) environmental health requirements, food safety, hygiene, health and safety, and safeguarding
- Co-ordinate delivery of seasonal projects (such as the school uniform exchange or Christmas hampers distribution) as required

### **Financial and Administrative Management**

- Manage the organisation's finances including the authorisation of payments, and monthly financial reporting
- Oversee cash reconciliation and petty cash management
- Prepare and maintain documentation for board meetings
- Complete funding reports and applications as required
- Maintain HR files and training records
- Ensure compliance with data protection legislation
- Such other duties as may be directed by the Board of Trustees

### **Required Skills & Experience:**

#### **Essential**

- A relevant qualification in business, leadership or management or three years experience in a relevant role
- Proven management experience preferably in the community, voluntary or social enterprise sector
- Strong organisational and leadership abilities
- Ability to manage multiple priorities in a busy work environment
- Excellent stakeholder management skills
- Excellent communication and interpersonal skills
- Financial management experience
- Strong IT skills and experience with digital systems
-



## MEA Affordable Food Club

### Desirable

- Understanding of charity governance and reporting requirements
- Knowledge of food safety and environmental health requirements
- Awareness or understanding of the community and voluntary sector in Mid and East Antrim

This is a full-time position (35 hours per week) requiring some flexibility for early morning calls (8:30 AM) and occasional evening work for donation coordination as well as the flexibility to work across the three AFC locations as required. Occasional weekend work may also be required. Job share and/or hybrid working requests will be considered should the successful applicant request this; however, it should be noted that this is a role which does not easily lend itself to working from home.

As this role involves working across three locations and the occasional collection of donations, the postholder will be required to hold a valid driving licence.

Applicants should be aware that this role involves occasional manual handling.

The salary for this position is £33,366 per annum plus employers pension contribution of 5%.

The annual leave entitlement is 30 days annual leave plus statutory holidays.

This is a fixed term role for a period of 12 months which may be extended subject to funding.

**Access NI Checks** - If your application is successful and you are offered employment with us you will be asked to complete an Enhanced Disclosure check (AccessNI). This is to ensure we safeguard the children, young people and vulnerable adults with whom we work. You do not have to consent to this however if the check has not been completed, we have the right to withdraw the offer of employment.

**Data Protection** - The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties' information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form, you are agreeing to the processing of sensitive personal data in accordance with our data protection policy.