



JOB TITLE:	Strategic Development Officer
LOCATION:	Unit 15, Apex Living Centre, Springtown, Derry/Londonderry
RESPONSIBLE TO:	Board of Management of Foyle Foodbank
RESPONSIBLE FOR:	Foodbank Manager (part time)
DURATION:	The post is initially funded for 24 months with any extension subject to funding and need.
SALARY:	£36,460 pa (fixed for 2 years)
HOURS:	37.5 hours per week – to include occasional unsociable hours involving evenings & weekends (time off in lieu applies).

JOB PURPOSE:

To be responsible for leading and developing Foyle Foodbank whilst ensuring the continued smooth operation of the current service to those in poverty and food crisis.

SUMMARY OF KEY DUTIES AND RESPONSIBILITIES:

1. Strategy, Senior Management and income generation

- Develop and implement strategic, business and operational plans in agreement with the Board of Management aimed at ensuring the long-term viability of the organisation.
- Lead out Trussell Trust’s Pathfinder programme including the development of a strategic and business plan which will guide the re-orientation of the Foodbank’s practice towards long-term sustainable change directed at reducing the need for foodbank services. This will involve liaison with Trussell Trust and other Pathfinder foodbanks, capturing the progress and learning made locally and sharing any lessons learned with the wider network.
- Guardianship of the Foodbank and guiding transformational change.
- Provide operational guidance to the Foodbank manager ensuring that proper governance is followed at all times and quality of service is kept under constant review.
- Provide leadership for the Foodbank manager and the Foodbank’s volunteers.
- Responsible for reporting to the Board on the progress of the service and lessons learned.

- Represent Foyle Foodbank and its interests by building relationships through liaising with public representatives, government agencies, funders and other stakeholders locally and regionally.
- Taking pride in what you do and striving to deliver the best possible results by thoroughly checking your work while always looking for opportunities to improve the way you work.

3. Leadership and Team Building

- Working collaboratively while leading your team to meet defined objectives.
- Encouraging information sharing and partnership working across your team while responding constructively to others' ideas and suggestions.
- Establishing strong partnerships with outside agencies through a range of possible options including building networks, partnerships and alliances.
- Beneficiaries should always be at the forefront of decisions and service delivery.

4. Resourcefulness

- Finding innovative ways to overcome obstacles or solve problems by analysing information to come up with appropriate and creative solutions or finding ways to deal with unforeseen/challenging situations while getting the best use of the resources available.

Person Specification:

ESSENTIAL CRITERIA – all applicants **MUST** be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

The following are essential criteria which will be measured at short listing stage:

QUALIFICATIONS

A Degree or equivalent and 2 years' management experience including staff, financial and project management responsibilities, **OR**;

4 years' management experience including staff, financial and project management responsibilities.

ACCESS NI

A satisfactory Access NI check is required for this post.

CORE COMPETENCIES

Candidates will be required to establish that they meet the following core competencies

1. Leadership and Team Building

Working collaboratively while leading your team to meet defined objectives. Encouraging information sharing and partnership working across your team while responding constructively to others' ideas and suggestions.

2. Collaboration

Establishing strong partnerships with outside agencies through a range of possible options including building networks, partnerships and alliances.

3. Resourcefulness

Finding innovative ways to overcome obstacles or solve problems by analysing information to come up with appropriate and creative solutions or finding ways to deal with unforeseen/challenging situations while getting the best use of the resources available.

4. Commitment to Excellence

Taking pride in what you do and striving to deliver the best possible results by thoroughly checking your work while always looking for opportunities to improve the way you work.

5. Planning and Organisation

Being able to effectively plan and organise your workload to meet deadlines or achieve targets.

6. Focus on Beneficiaries

Beneficiaries should always be at the forefront of decisions and service delivery.

ESSENTIAL EXPERIENCE AND SKILLS REQUIREMENTS

- Successful programme/project management.
- Effectively recruiting and supporting staff or volunteers.
- Successfully delivering workshops, training or information sessions.
- Successfully analysing, using and developing database and information materials suitable for website and other media forms.
- Effective public relations.
- An ability to communicate effectively, both written and verbally including effective presentation skills, report writing skills and letter-writing skills
- The ability to converse with a diverse range of people at all levels including providing high level briefings

- Effective Organisational Skills – the ability to manage and prioritise workload and meet deadlines
- Ability to work independently without direct supervision
- Competent and confident on MS office systems

ADDITIONAL DESIRABLE REQUIREMENTS

These may be used as part of the shortlisting process.

- Involvement in activities aimed at addressing poverty/food poverty in society generally.
- Hold a current full driving licence and access to a car to get to work and attend meetings.

Benefits

- 20 annual leave plus bank holidays
- Employers pension contribution at 6%

**To be considered for this position, please forward your CV to:
Sharon Lowry HR Consultant at Consult HR
sharon@consulthr.co.uk**

Please also provide details of your current notice period if applicable.

Closing date: Thursday 17th February 2022 at 4.00 pm

Interview Process

Each short-listed candidate will be offered a 55 minute interview which will begin with each candidate making a 10-minute presentation on a subject matter we will provide in advance.

FOYLE FOOD BANK IS AN EQUAL OPPORTUNITIES EMPLOYER

Note: No job description can cover every issue which may arise within this post at various times and the post holder is expected to carry out other duties which are broadly consistent with those contained in this document.