



**ASSISTANT FOODBANK MANAGER;  
Volunteer Management and Administrator  
Based in Cockermonth 25 hours per week  
over 5 days ideally, but would consider 4 days.**

The North Lakes Foodbank charity is looking to recruit a part-time Assistant Foodbank Manager, initially for a 2-year contract, subject to review thereafter. Salary £15,442 per annum (£11.88 per hour) pay award pending April 2024.

Reporting to the Foodbank Manager this role will be part of a team who provide support to people in crisis across the whole of the North Lakes through our six centres.

We are looking for someone who has excellent communication skills, enjoys working with people and is highly organised.

The position involves leading on recruitment, induction and communication with all our Volunteers; working with all aspects of administration and finance; communication and public relations; providing admin support for the holiday lunch scheme and assisting in liaising with Foodbank Centre Managers and outside agencies.

We are looking for candidates who:

- have had experience of managing people
- who are numerate and able to interpret data and provide statistical information
- Have a good standard of education including 5 GCSEs with English and Maths at grade C or above.
- have excellent IT skills (Office 365)
- have good communication skills, both oral and written.
- are passionate about tackling poverty
- will uphold the Christian ethos of the organisation
- can demonstrate that they can work on their own and as part of a team.
- have knowledge and an understanding of Health and Safety legislation and other statutory regulations.
- have a clean driving licence

A full induction training will be given to candidates as well as other training if required. The post is subject to an Enhanced DBS Check.

If you think you would like to join our team and you meet our criteria above then please contact **sybilworsley@btinternet.com** or telephone 01946861580 for an informal chat or/and for an application pack.

Closing date for applications: Friday March 22<sup>nd</sup> at 10.00am.  
Interviews Tuesday March 26<sup>th</sup> 2024.