



Chichester District

**Foodbank**

Together with Trussell

# **PROJECT SUPPORT MANAGER**

## **Application Pack**

# WELCOME!

## Thank you for your interest in Chichester District Foodbank!

We don't think anyone in our community should face going hungry. That's why we provide three days of nutritionally balanced emergency food and support to local people referred to us in crisis. We are part of a nationwide network of food banks, supported by Trussell, working to combat poverty and hunger across the UK.

As the Project Support Manager at Chichester District Foodbank, you will play a vital role as the operational backbone of the organisation. You will be responsible for overseeing administration, facilities, IT, events, and stakeholder engagement to ensure the charity runs smoothly and efficiently. Supporting the CEO, you will also manage volunteers and staff, and ensure that all organisational systems and procedures remain compliant and effective.

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.

Please do apply.

**Sarah Adams**

**CEO**



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## ABOUT CHICHESTER DISTRICT FOODBANK

Chichester District Foodbank was originally established in September 2012 as part of the Chichester Family Church. In April 2014, it officially separated from their umbrella and became a Charitable Incorporate Organisation. The trust is directed by the board of Trustees, who oversee the charity's governance and are responsible for ensuring that the foodbank remains compliant with charity law, including proper financial management.

Due to the rural nature and size of the District of Chichester, a satellite model has been adopted to extend our reach to a population spread over one hundred square miles. We have a rural foodbank centre in Selsey, Petworth, and Midhurst.

In 2016, we recognised holiday hunger and launched the "Kids Holiday Lunch Pack Scheme". During Christmas, Easter, and summer holidays, we distribute fortnightly lunch packs to children receiving free school meals due to low income.

Over 200 volunteers support the foodbank, assisting with everything from collections and storage to the distribution of food parcels and client support.

We currently have 9 staff members, many of whom have been with us for a while.

The Foodbank is committed to upholding its Christian values and ethos, which guide all aspects of our operations.

## PROUD TO BE PART OF TRUSSELL

We are proud to be part of Trussell Foodbank Network.

Trussell's mission is to unite communities to end hunger and poverty in the UK by offering compassionate, practical support while challenging injustice.

Trussell has a network of over 425 foodbanks managing more than 1,200 distribution satellites operated by local community groups, churches, and charities. These foodbanks offer emergency food and support to people in crisis across the UK, where 14 million individuals live below the poverty line. In the past year, the network supplied 1.6 million three-day emergency food parcels to those in need.

## **OUR VISION**

**To end poverty and hunger in the  
Chichester District.**

## **OUR MISSION**

**Bringing communities together to end hunger  
and poverty in Chichester District by providing  
compassionate, practical help with dignity, whilst  
challenging injustice.**



## 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 the help of the foodbank.
- We put the well-being of people served by the foodbank 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.



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## ABOUT THE ROLE

As Project Support Manager at Chichester District Foodbank, you will be at the heart of the organisation's daily operations. This full-time, office-based role is essential to ensuring the smooth and effective running of all administrative, facilities, IT, events, and stakeholder engagement activities. Reporting directly to the CEO and managing the Admin Assistant, you will play a key part in supporting both staff and volunteers, maintaining compliance, and upholding the Foodbank's mission and values.

You will act as the first point of contact for clients, donors, and stakeholders, manage office and facilities requirements, and oversee the organisation's IT systems and data security. The role also involves planning and delivering events, supporting fundraising activities, and ensuring all governance and administrative processes are robust and up to date. Leadership is central to this position, as you will coordinate volunteers, support team leads, and ensure everyone has the tools and guidance they need to succeed.

This is a varied and rewarding role for someone who is highly organised, proactive, and committed to making a positive impact in the community.

## KEY RESPONSIBILITIES

### 1. Client, Donor and Stakeholder Engagement

- Act as the first point of contact for clients and stakeholders via phone and email.
- Encourage Gift Aid participation.

### 2. Office and Facilities Management

- Oversee building management including liaison with utility suppliers.
- Ensure health and safety compliance across all premises.
- Ensure staff are equipped with necessary tools (e.g., laptops, phones, systems).

### 3. IT and Systems Oversight

- Manage IT systems including Office 365, Salesforce and Assemble.
- Ensure secure storage and accessibility of organisational data and intellectual property.
- Coordinate with the tech volunteer for IT support needs.

### 4. Event and Fundraising Management

- Plan and manage Foodbank events, including volunteer coordination and equipment procurement.
- Oversee community collections and donation boxes, ensuring compliance with fundraising regulations.

### 5. Governance and Administrative Support

- Manage internal communications as directed by the CEO.
- Lead on data protection and GDPR compliance.
- Oversee and manage organisational policy reviews and development.
- Develop and maintain an organisational archive.

### 6. Team Leadership and Volunteer Coordination

- Manage and support the admin assistant.
- Support and direct volunteer team leads.
- Organise and oversee home delivery teams.



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# ABOUT YOU: PERSON CRITERIA

## Knowledge & Experience Essential

- Excellent organisational and administrative skills
- Strong communication and interpersonal abilities
- Experience in IT systems and database management
- Proactive, self-motivated, and able to manage multiple priorities
- Committed to the mission and values of Chichester District Foodbank
- Align and support Christian values.
- Excellent interpersonal and communication skills, with the ability to build relationships with diverse stakeholders and inspire a shared vision.
- Resilience, adaptability, and the ability to work effectively in a fast-paced, challenging environment.

## Desirable

- Knowledge of foodbank operations, food poverty, and related social issues is highly desirable.
- Understanding of governance principles and experience working with boards of directors/trustees.

# HOW TO APPLY

**Deadline to Apply: 24th July 2025**

**Interviews: 29th July (in person)**

If you would like to apply for the role of Project Support 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 Project Support Manager.

Please send your application to Sarah Adams ([sarah@chichesterdistrict.foodbank.org.uk](mailto: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.

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## WHAT WE CAN OFFER

<b>Salary:</b>	£30,229
<b>Pension:</b>	3% Contribution from Chichester District Foodbank 5% Employee Contribution
<b>Working Hours:</b>	37.5 hours per week (with a rota for working late on Friday)
<b>Holiday:</b>	25 days plus bank holidays
<b>Location:</b>	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

<b>Website:</b>	<a href="http://www.chichesterdistrict.foodbank.org.uk">www.chichesterdistrict.foodbank.org.uk</a>
<b>LinkedIn:</b>	<a href="http://www.linkedin.com/company/chichester-district-foodbank/">www.linkedin.com/company/chichester-district-foodbank/</a>
<b>Facebook:</b>	<a href="http://www.facebook.com/chidistrictfoodbank">www.facebook.com/chidistrictfoodbank</a>
<b>Twitter:</b>	<a href="https://twitter.com/ChiDistFoodbank">twitter.com/ChiDistFoodbank</a>
<b>Trussell:</b>	<a href="http://www.trussell.org.uk">www.trussell.org.uk</a>



