



Chichester District

Foodbank

Together with Trussell

PARTICIPATION MANAGER

Application Pack

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 Participation 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 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.



About the Role

We are committed to working alongside people struggling against poverty and food insecurity, learning from and being shaped by their knowledge and experience. We believe people who have lived experience of hardship should have a central role in shaping solutions and campaigning for change.

This role combines two strands of work:

- 1. Empowering people with lived experience of poverty and food insecurity to influence decisions and campaign for change in their communities.**
- 2. Improving the wellbeing of people using the foodbank through holistic support, connection, and access to wider services.**

Working closely with the Foodbank team, you will build trusted relationships with people using the foodbank and other support services. You will support individuals and groups to share their experiences safely, develop confidence and skills, and take part in shaping services, community initiatives, and local campaigning.

Our work environment includes:

- Flexible working hours
- Occasional work-from-home days
- Growth opportunities

Key Responsibilities

1. Lived Experience Engagement & Empowerment

- Recruit and support participants with lived experience to be involved in groups, activities, and decision-making.
- Facilitate regular “get-togethers”, focus groups, or forums where participants can safely share experiences and ideas.
- Support participants to build confidence, develop skills, and take on leadership roles where appropriate.
- Work with the CEO & Trussell team to support participants to contribute to local and national campaigns addressing the root causes of poverty.
- Ensure lived experience voices inform foodbank strategy, service development, and decision-making.

2. Community Engagement & Partnership Development

- Build relationships with local organisations including advice agencies, councils, education and community groups.
- Represent the foodbank at local meetings, networks, and community events.
- With the foodbank team, map local support services and identify opportunities for collaboration.

3. Project Development & Facilitation

- Co-produce community initiatives with people who use the foodbank, such as wellbeing groups, community meals, cooking sessions, or advice hubs.
- Support the development of activities that reduce isolation and build confidence and resilience.
- Arrange venues, refreshments, and logistics for group sessions and activities.
- Ensure travel expenses and participation costs are reimbursed or provided in advance where needed.

4. Volunteer Support

- Recruit, train, and support volunteers, including those with lived experience.
- Encourage volunteers to lead and support wellbeing activities and community initiatives.

5. Monitoring, Reporting & Learning

- Maintain accurate records of participation and client support while maintaining confidentiality.
- Gather feedback and identify themes from lived experience to inform service improvement and campaigning.
- Produce reports and insights to inform staff, trustees, and partners.
- Track the impact of wellbeing activities and lived experience engagement.

About you: Person Criteria

Person Specification

- Experience working in community development, voluntary organisations, or supporting people facing hardship.
- Strong interpersonal and communication skills with the ability to build trust with diverse groups.
- Ability to facilitate groups and support people to share their experiences confidently.
- Knowledge of local support services and/or the benefits system.
- Ability to identify themes and turn lived experience insights into practical improvements or campaign ideas.
- Strong organisational and IT skills.

Personal Qualities

- Compassionate, non-judgmental, and person-centred approach.
- Commitment to dignity, justice, and empowering people with lived experience.
- Ability to work sensitively with vulnerable individuals and maintain appropriate boundaries.
- Resilience and ability to work with complex or emotional situations.

Essential Circumstances

- Enhanced DBS check (due to working with vulnerable adults).
- Flexible approach to working hours, including occasional evenings or weekends.
- A driving licence and access to a vehicle may be required for community engagement.

How To Apply

Deadline to Apply: 13th April, 5pm

Interviews: 21st April

Start date: w/c 25th May

If you would like to apply for the role of Participation 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 Participation 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:	£29,250 - £30,810 pro rata based on 37.5 hours per week
Pension:	3% Contribution from Chichester District Foodbank 5% Employee Contribution
Working Hours:	24 hour per week (3 days per week/ flexible hours)
Holiday:	25 days plus bank holidays
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

