

Position - North Cotswold Foodbank Manager

Our Purpose

Working in partnership with our local communities to relieve personal hardship by providing access to essentials and support.

Overall role

Oversee the operation of North Cotswold Foodbank, focussing on its operational efficiency and standards.

In partnership with the Development Manager, guide the development of the foodbank strategy including its material resources, financial assets, reputation, partnerships, employees and volunteer body.

Responsible for: Central management and coordination of the foodbank and its team members.

Reporting to: Development Manager North Cotswold Foodbank

Responsible to: The Trustees of North Cotswold Foodbank.

Key responsibilities

- The day-to-day operation of the NCFB, its warehouse and seven outlets.
- Team management of employees and volunteer population.
- Internal and External Communication, including public relations.
- Strategic development in partnership with the Development Manager and the Trustees to include the setting of the annual budget
- Ensure equipment and vehicles used at the NCFB are fit for purpose
- Safeguarding of employees, volunteers and clients

Do you have what we are looking for?

- Experience of working in areas such as retail, hospitality or logistics
- People leadership and management.
- Working or volunteering in an organisation that deploys volunteers
- Working with a charity board of Trustees

Key Skills:

- Understanding of strategic development and implementation

- Manage the annual budget for the NCFB operations which includes purchasing items that are low in stock, volunteer training and events, vehicle maintenance etc.
- Ability to manage and monitor the development of an operational project
- Great communicator and collaborator
- Confident user of email, document and spreadsheet applications, and internet
- Ability to work independently and unsupervised
- Numerate and comfortable interpreting statistical data
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds

Personal attributes:

- Proactive and drive to make a difference in your local community
- Ability to motivate and energise people
- Honesty and integrity
- Passionate about tackling the challenges that our clients face.

Other Requirements:

- Driver with no more than 3 points on licence.
- Satisfactory DBS check

Salary: Circa £38,000 + travel expenses

Full-time: 35 hours per week

Holiday Entitlement: 28 days including BH

Pension: 3% employer contribution

Permanent: Following a successful 6-month probation period

This role offers a unique opportunity to work with our Development Manager who was in the advertised post for over 5 years. They have a wealth of experience to share and guide you into this vital role whilst they lead the NCFB in our growth as a charity.

To Apply:

Send letter and CV to lucye@northcotswold.foodbank.org.uk

Closure date: June 5, 2026