

Job Description

Job Title: Organiser & Local Mobilisation Officer

Hours: 37 hours per week – Monday to Friday (Full-time 3-year fixed term post)

Salary: £26,000 pa

This post is subject to the successful completion of a 6-month probationary period and you may be required to carry out a DBS check.

Based: Foodbank Centre, Benwell Lane (other locations in Newcastle as the role requires)

Responsible to: Chief Executive Officer

Job Role and purpose: As the Organiser & Local Mobilisation Officer, you are responsible for building and leading a volunteer team to develop and deliver local influencing strategies in our community to campaign for change. You will be the link between our Foodbank, stakeholders and the Organising and Local Mobilisation team at Trussell Trust, as we jointly build a movement to end the need for people to use food banks. This job will influence change and is a challenging results-based role that requires vision, drive and a commitment to meaningful change in; policy, practices, attitudes, behaviours, and social perceptions of how poverty affects the lives of vulnerable people. Working closely with the Foodbank CEO, the role will undertake stakeholder engagement, organise campaigns and host events to deliver the Charity's vision. The role will liaise with the Trussell Trust Organising and Local Mobilisation team, and other food banks in their network, using evidence-based research to prepare and deliver reports to Trustees, funders, and other stakeholders.

Responsibilities:

- **To develop and manage a team of volunteers**, building and distributing leadership across the team, within the Foodbank teams, to work on local influencing to reduce poverty and peoples' need for food banks.
- **To explore and understand the lived experiences that are bringing people to need our Foodbank's support**, working with Foodbank staff and volunteers, through listening activities, focus groups, surveys and/or research to capture peoples' opinions.
- **To map out and build relationships with the Foodbank's partners and stakeholders**, referral agencies and local anti-poverty organisations, and to engage them in identifying the local drivers of poverty and develop a pragmatic response to the issues.
- **To identify a local issue driving poverty, build a campaign team and develop a strategy to raise awareness, build power and win change**, working with Foodbank staff and volunteers.
- **To develop and deliver the local influencing campaign** working with Foodbank staff, volunteers, and stakeholders to establish influential networks and events for change.
- **To work with the OLM team and engage with the training and support on offer**, including work with other local organisers in the Trussell Trust network.
- **To promote the Foodbank's for change** agenda, with local communities and to engage in Trussell Trust's central priority campaign activities.

Key Tasks:

- Develop and implement the day-to-day operations of the OLM project as an integral service for foodbank stakeholders to tackle poverty and influence change.
- Create a local network of statutory/voluntary and community organisations/agencies that engage regularly to stimulate debate on client welfare and policy change.
- Develop a stakeholder network that support advocacy for food bank beneficiaries and remove their need to visit food banks due to improved financial circumstances.
- Oversee volunteer participation and team building programmes of training.
- Ensure OLM services meet Foodbank's aims and are compliant with charity policies
- Deliver events and campaigns designed to promote a stakeholder change journey.
- Establish evidence and research-based platforms to influence debate and change.
- Maintain records and provide regular project reports to trustees, funders, and relevant stakeholders to evaluate, and promote the OLM impact on changing minds.
- Any other reasonable duties as specified by the line manager to support the work of the Charity including work outside of normal working hours, occasional weekends and support at match-days or attending events that might include travel.

| Person Specification: | Skills Requirements |
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| | <p>Key skills include, campaigning Experience or organising to achieve change with a track record in partnership development and managing network relationships to deliver successful change outcomes. Good management, organisational and administrative skills, including the proficient use of Office 365 to produce detailed reports for the CEO, stakeholders, and funders is a requirement. An ability to work independently and across multiple agency boundaries and balance a range of priorities to meet agreed objectives and timelines is essential, as is a high degree of competence in setting and achieving goals. Project management experience including volunteer team development and training and an ability to motivate others and work within a staff team is important. The role requires a capacity to build effective working relationships and establish community outreach to deliver the charity’s aims and build trust and credibility with our partners.</p> |
| | <p>Excellent Communication skills, both written and verbal and confident in making presentations at public events. Competent user of MS Office 365 applications, including Word, Excel, Outlook, and PowerPoint, with attention to detail and accuracy.</p> <p>Experience of managing a complex and busy role with competing deadlines using decision-making skills and ability to seek a balanced range of stakeholder views, initiate and influence debate and represent the interests, values and aims of the Foodbank.</p> <p>Highly numerate with the ability to analyse and present data logically to demonstrate the case for change. Ability to effectively represent and promote the organisation externally, to draft press releases and maintain our social media platforms. A good understanding of GDPR and other applicable legislation, policies, and the Foodbank’s partnership with Trussell Trust to promote best practice. Demonstrate good interpersonal skills, is communicative, succinct, and convincing and can motivate stakeholders and volunteers.</p> |
| | <p>Ability and Aptitude to work through challenges in positive and effective ways with resilience when faced with setbacks. Clear understanding of leadership and the need to maintain confidentiality and sensitivity to the needs of Foodbank, its stakeholders, volunteers, and clients. Excellent interpersonal skills, able to operate with diplomacy, an organiser yet a team player with emotional intelligence, tact, empathy at all levels, creativity, imagination and an entrepreneurial attitude towards services development. Demonstrates personal integrity and commitment for the work of Newcastle West End Foodbank and Trussell Trust and is sympathetic to our shared values and ethos.</p> |

How to Apply

If you feel you have the required skills, commitment, belief, and enthusiasm to help us tackle poverty and help people move beyond the need for food banks, then we welcome your interest in becoming part of our Charity to make a real difference to peoples' lives.

To apply for this role please submit a completed application form and equality and diversity monitoring form to recruitment@vonne.org.uk by 12 noon on **Monday 24th January 2022**.

You will then be contacted within five working days if you are to be invited for interview. Interviews will be held face to face (subject to covid regulations) on Tuesday 1st February 2022 at Bede Hall, West Road, Newcastle.

Thank you for your interest in this role. We very much look forward to receiving your application. If you have any queries regarding the process or the role, please contact Angela Goodfellow at recruitment@vonne.org.uk.

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