



Euston Foodbank  
St Pancras Church House ground floor  
1 Lancing Street (off Eversholt St)  
Near the east side of Euston Station  
London NW1 1NA

Charity number 1172880 Patron: Sir Keir Starmer QC MP  
Chair: Dorothea Hackman, St Pancras Parish Church Secretary: Dr Patricia Brewerton  
Treasurer: Fr Jeremy Trood, St Aloysius RC Church Somers Town

## Job Description and Application Form.

- ROLE:** Euston Foodbank Manager post
- BASED AT:** 1 Lancing Street NW1 1NA
- REPORTING TO:** Chair of Trustees
- HOURS:** Part or full-time, Hourly Negotiable, Job Shares welcome
- SALARY:** £35,000-£39,000 for the full time post, depending on experience  
£17,500 - £19,500 0.5 post, £16 -14/hour hourly paid.
- START DATE:** January 2021 or as agreed with the Trustees
- HOURS OF WORK:** Normally 40 hours/week with fixed core administrative hours and flexible working for evening and weekend distribution sessions
- ANNUAL LEAVE:** 28 days including 8 public/bank holidays pro rata for part-time/jobshare
- SICK LEAVE:** statutory

Overtime agreed in advance will be paid at an hourly rate or time off in lieu arrangements. Foodbank related expenses and mileage/travel agreed in advance will be reimbursed.

Appointment will be subject to enhanced DBS check and references, and a satisfactory completion of a probationary period initially for 3 months with a notice period of 1 week. After completion of probation the notice period will be 4 weeks on either side.

**To be considered for the full time post, please send a completed application (below) OR CV and covering letter of no more than 2 sides A4 detailing how you meet the criteria for this post to [eustonfoodbank@gmail.com](mailto:eustonfoodbank@gmail.com) no later than 9am Thursday 14<sup>th</sup> January 2021 to be considered for shortlisting for interview on the morning of Thursday 21<sup>st</sup> January 2021.**



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**Euston Foodbank** We continue to run four sessions a week at the usual times since the November Lockdown and issue vouchers onsite as many referral agencies are not operating as normal.. Euston Foodbank rose to the challenge presented by the pandemic lockdown, and in the six months since [1<sup>st</sup> April](#), we have supported more clients than in the whole twelve months of the previous financial year.

Months/year	Weight	adults	children	total
12 months April 2019-March 2020	87,977 kg	5549	1365	6914
6 months April 2020-Sept 2020	97,316 kg	6023	1423	7446

Of the people who have come to the foodbank in the last six months, 35% are settled from Camden and 55% homeless in Camden. The vast majority are single adults. During the six month period of the lockdown, we have so far purchased over £10,000 worth of goods to make sure our parcels did not lack any items. This was made possible by generous donations, for which we are very grateful.

The main reasons people came to the foodbank were benefit changes and delays, low income and homelessness. With the second spike of the covid 19 virus upon us, people falling redundant and the impact on the economy we are gearing up for an even more challenging autumn and winter.

Euston Foodbank operates four distribution sessions from Lancing Street each week, Tuesdays 12-4, Thursdays 5.30-7pm, Saturdays 11-12.30 and Sundays 2-3.30pm. We very much hope we can open an additional centre to ease the pressure on Lancing Street

There are usually around 40 volunteers who sign up to the various sessions through four dedicated WhatsApp groups. Up to a ton of food is distributed at each session with as many as 90 households attending.

Euston Foodbank is an independent charity affiliated with the Trussell Trust network of foodbanks in the UK and working with referrals from front-line care professionals from 100 organisations in the borough of Camden.

As part of a restructure, the trustees are advertising a manager post to take on the higher level duties of running the Euston Foodbank charity and foodbank. As well as line managing the two co-ordinators and ensuring data entry, compliance and distribution sessions are covered, the responsibilities of this post will include maintaining morale, financial record keeping, banking, statutory returns; social media and website, fundraising, accountability reporting to the Trussell Trust and statutory agencies and public relations.



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**Purpose:** The Project Manager of Euston Foodbank will be responsible for the operational management and sustainability of the foodbank in Euston, (The Euston Foodbank). They will contribute to the development and ethos of the Foodbank. They will report directly to the chair of the board of trustees.

### **Main Duties**

- To contribute to the development and ensure the ongoing sustainability of Euston foodbank at Lancing Street and any future centres through fundraising and through liaison with the Trussell Trust regional officer and area cluster meetings
- Linemanage the two co-ordinator posts to ensure the team of three deliver the day to day distribution sessions and provide positive operational leadership of the foodbank including session preparation and oversight of record keeping and data inputting processes so that the work of Euston foodbank is effectively managed and regularly reported to trustees
- Ensure the organisation of the ordering, collection and timely availability of supplies to each distribution session, and their appropriate storage, data entry and stocktaking
- Oversight of the volunteer network including volunteer recruitment, training and support in order to maintain morale, maximise engagement and ensure key roles are covered
- Maintain financial record keeping including banking, payments, payroll and applications for fundraising to maintain the viability of the charity
- To update and implement policies and procedures to help govern the work of Euston foodbank, particularly non-discriminatory practices, e-vouchers and statutory compliance
- Set and oversee quality standards, food hygiene, health and safety, data protection and best practice within the foodbank centre
- To maintain and oversee the Euston Foodbank website and social media, and public relations, protecting the reputation of the foodbank and the Trussell Trust
- To troubleshoot and resolve a variety of issues and problems as and when they arise
- Any other duties that may reasonably be regarded as within the post, with any changes negotiated, and regular prioritisation with line management



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### **Person Specification - Essential**

- Excellent operational management skills with a proven track record of leading and successfully delivering programmes
- Significant experience of motivating and managing volunteers and good people leadership skills with the ability to build and sustain teams
- Excellent time management skills to deliver agreed outcomes within the hours worked
- Proactive and self-motivated with a high level of organisational skills and excellent attention to detail
- Displays good judgement and is trustworthy, with the credibility to develop strategic partnerships, and publicly advocate for foodbank and foodbank clients
- Outstanding interpersonal skills; able to establish rapport, manage conflict and inspire and support a variety of people with different beliefs, values and maintain confidentiality
- Knowledge and understanding of Social Action programmes gained through personal involvement
- Excellent oral and written communication skills - able to present compellingly about social action, for example speaking in schools or writing articles
- Physically fit and able to lift boxes of food weighing up to 10kg; and 20kg crates jointly with another person
- Available at distribution session times to prepare and oversee the session, and ensure with the co-ordinators to cover each other at each session
- To hold or be willing to acquire a current licence and be available to collect goods from supermarkets late evening, and zipvan loads from other foodbanks, as well as oversee the co-ordination of volunteer drivers and booking couriers.
- Ability to consistently and accurately represent the Vision, Mission and goals of Euston Foodbank, both in person and on-line, in formal and informal contexts and a variety of media including social media
- Experience of line managing staff and the finances of a small charity
- Willingness to undertake training for example in first aid, safeguarding, health and safety.
- Personal connection to Euston or involvement in a Camden based organisation



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***Private and confidential***

## **APPLICATION FOR EMPLOYMENT**

**POSITION APPLIED FOR: Project Manager, Euston Foodbank**

Return this form to [eustonfoodbank@gmail.com](mailto:eustonfoodbank@gmail.com) on or before 9am 14<sup>th</sup> January 2021 to be considered for interview the following week. Please ensure you have carefully read the Job Description and can demonstrate you meet the essential criteria for the role in your application. Applications received later may be considered if there is further shortlisting.

Full Name			
Address		Postcode	
Landline		Mobile	
Email Address		N.I. Number	

**Are there any restrictions on you taking up employment in the UK?**

Yes [ ] No [ ] (If Yes, please provide details)

### **Introductory Statement**

*Let us know a bit about yourself and why you are well placed to succeed in this post.. Please note that this is in lieu of a covering letter and should contain information you would include, for instance relevant experience in a volunteer role in a foodbank or other organisation, transferrable skills from e.g. a school governing body. (please expand/attach an additional page)*



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**Education**

Year(s)	Schools/Colleges/University	Subject(s) Studied	Qualification Gained

**Other Training** e.g. First Aid, Safeguarding, Health and Safety, Food Hygiene, Data protection

Year(s)	Training Provider/ Institute	Subject(s) Studied	Qualification Gained

**Current driving licence?**

Yes [ ] No [ ]

Groups:

Expiry date :

Details of endorsements:



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**Employment history:** *Please complete in full, adding additional blocks if necessary, listing your most recent post first. Where there is a career break or gap in employment please note the reason.*

<b>Start</b>	mm/yy	<b>End</b>	mm/yy	<b>Notice Required</b>	
<b>Job Title</b>					<b>Rate of Pay</b>
<b>Company Name</b>					
<b>Company Address</b>					
<b>Main Duties</b>					
<b>Reason for Leaving</b>					

<b>Start</b>	mm/yy	<b>End</b>	mm/yy		
<b>Job Title</b>					<b>Rate of Pay</b>
<b>Company Name</b>					
<b>Company Address</b>					
<b>Main Duties</b>					
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### Current membership of professional bodies

*Please note any professional bodies you are a member of or are registered with*

**References:** *Please note here the names and addresses of two persons from whom we may obtain **both** character and work experience references. We will not contact references until after an interview. Please note that at least one reference should be from a former employer.*

Reference 1		Reference 2	
Full Name		Full Name	
Relationship to you		Relationship to you	
Company and Address		Company and Address	
Phone Number		Phone Number	
Email Address		Email Address	

### Additional Information

*Please include any additional information you feel is relevant to your application, such as publications, skills, hobbies or relevant voluntary experience.*

### Cautions, rehabilitation and criminal records

*Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. Our policy statement on the recruitment of ex-offenders is available on request..*



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*In addition you are required to submit to a Disclosure and Barring check/provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the Disclosure and Barring Service/Disclosure Scotland will remain strictly confidential.*

**Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?**  
YES/NO (delete as required). **If YES, please give details.**

**Because this position occasionally involves interacting with children and/or vulnerable adults employment is dependent on the following:**

- 1) Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
- 2) Such disclosure being acceptable to us.
- 3) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
- 4) Two satisfactory written references.
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Evidence of physical or mental suitability for your work.

**Declaration** (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring certificate/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.

**Signed:**

**Date:**