

## **Assistant Foodbank Manager/ Fundraiser**

Hinckley Christian Community Action, the Charity running Hinckley Area foodbank, is delighted to be offering the post of **Assistant Foodbank Manager/Fundraiser**.

**We are looking for an enthusiastic person to play a leading role in supporting the Foodbank Manager with day to day running of the Foodbank as Assistant Foodbank Manager & Fundraiser, including:**

- Fulfilling some speaking engagements at schools, churches, and organisations.
- Occasional support with staffing and supervision during Foodbank Centre sessions, working directly with volunteers and clients.
- Assisting the Foodbank Manager with Volunteer Training.
- Assisting the Foodbank Manager and Admin Manager with holiday cover and when necessary, with the day to day running of the foodbank.
- Assisting the Foodbank Manager in ensuring the project maintains the Christian ethos of the Foodbank and of the governing charity.

**They will have a flair for raising funds for projects and/or charities, who will take on the role of obtaining Grant funding, corporate donations, as well as organising and encouraging fundraising & sponsored events. They will be raising vital funds to ensure the sustainability and continued growth of the Foodbank, and their work will include:**

- Speaking with companies and organisations to raise financial and other support.
- Strong Social Media skills helping to share the stories behind our food bank. Raising awareness with warmth and empathy, connecting our community with those who need us most.
- Making targeted Grant Applications, and providing all feedback required.
- Organising fundraising activities and liaising with volunteers running sponsored events.

There is an Occupational Requirement for the successful candidate to have an active Christian Faith, and commitment to the Christian Ethos of the Charity and foodbank.

The successful candidate will need to demonstrate:

- Excellent verbal and written communication and interpersonal skills.
- Ability to give presentations and communicate to large groups.
- Willing to lead in prayer at Management meetings; and to pray with Clients and/or volunteers in a pastoral role where appropriate.
- Experience of managing staff / volunteers, and ideally of running community projects.

Closing date for applications: 31<sup>st</sup> July 2026

Interview date: 13<sup>th</sup> August 2026

Hours of work: 20 hours per week

Salary: £15.56 per hour, paid monthly

Holiday: 5.6 wks

Employer's Pension contribution 5%

Mileage allowance: 55p per mile

Further information and application forms are available from Hinckley Area Foodbank :-

- By email from [info@hinckleyarea.foodbank.org.uk](mailto:info@hinckleyarea.foodbank.org.uk)
- By mail to The Project Manager, Hinckley Area foodbank Office, Barleyfield, Hinckley LE10 1YE

**HCCA Office, Barleyfield, Hinckley, Leics. LE10 1YE**

**T - 01455 697390   E – [info@hinckleyarea.foodbank.org.uk](mailto:info@hinckleyarea.foodbank.org.uk)   W – [hinckleyarea.foodbank.org.uk](http://hinckleyarea.foodbank.org.uk)**

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