Project Foodhall CIC - Fundraising Organiser Job Description

**Job title**  
Fundraising Organiser

**Hours**  
25 hours per week (we will consider a job share for the right candidates)

**Contract**  
1 year, with possibility of extension  
(1 months trial period for both you and Foodhall to get to know each other)

**Salary**  
£25,000 pro rata (£16,333 pro anum if 25 hours)

**Location**  
121 Eyre Street, Sheffield, S1 4QW

**Start date**  
February 2020

**Holiday allowance**  
21 days pro rata, excluding bank holidays

**Other benefits**  
pension enrollment, flexible working hours, food safety training & first aid certification, a supportive & friendly working environment

---

**About Foodhall**

Foodhall is a multi-award-winning open public dining room and kitchen at the heart of Sheffield city centre. Managed by the community, for the community, we tackle social isolation and encourage integration across a diverse range of groups using surplus food and social eating.

We began as a volunteer run surplus food cafe back in 2015, running lunch clubs 3 times a week for the people of Sheffield on a ‘contribute what you can basis’. Since then, our community has grown to over 60 active volunteers who contribute their time cooking, crafting, cleaning, chatting, and more, seven days a week throughout the year.
Right now Foodhall is at an exciting turning point. Everything we have achieved so far has been done through the hard work of committed volunteers and some small pots of funding along the way. Recent funding awarded by the Big Lottery Community Fund has given us the opportunity to employ new part time positions to help us take our project to the next level.

Foodhall is looking for hardworking, community minded people to fill these spaces. We need people who believe in the need for more public spaces created equally for all of society, and are passionate about tackling social isolation. Motivation and dedication are more important to us than experience.

At Foodhall we maintain that there’s no one person in charge, and that responsibility for the success of the project is the shared responsibility of everyone, paid staff members and volunteers.

We aim to have an equitable system of employment, where everyone paid by the organisation is equal. This is on the basis that no one role is more or less important than another.

---

**Job Role & Responsibilities**

Foodhall Project works cooperatively and uses consensus to make key decisions. No one person is ‘in charge’ of another. Paid staff take responsibility for holding each other to account and ensuring everyone is getting on, as well as reporting back to the community and volunteers.

The Finance & Funding Coordinator role is a brand new role for the project, and is key to the financial health of the organisation, ensuring the continued success of Foodhall.

- Lead fundraising strategy (including the pursuit of grant applications), and keep an up-to-date funding pipeline.
- Support other paid staff and working groups in submitting their own funding proposals or grant applications.
- Keep an up to date financial ‘health check’ for Foodhall & report back to other paid staff members, and the wider community.
- Working with other paid staff and working groups to manage funding pots and budgets, ensuring responsible spending of funding received.
- Work alongside Finance Working Group to develop and implement financial policies and procedures
- Monitor the day-to-day financial operations such as payroll, tax preparation, invoicing, cashing up, & other transactions.
- Additional tasks and responsibilities for the wider project as they arise.

Person Specification*

*when applying, please include examples of how you meet all essential criteria, and as many desirable criteria as possible.

<table>
<thead>
<tr>
<th>Specification</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are able to work well in a team, considering the opinions and wishes all lots of different groups – including volunteers, users, other paid staff, funders and supporters.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You work well on your own initiative and don’t need much guidance to be able to complete tasks and stay focused.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You are able to inspire other people and motivate them to achieve goals.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You can prioritise important tasks, making fair decisions about what projects need to be focused on in order for Foodhall to achieve its overall aims.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You are compassionate and empathetic to the situation of others. You can work effectively with people from other backgrounds and bring people together despite differences.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You have a track record of keeping reliable financial records (in line with HMRC guidance, or working with an accountant or similar to do so).</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You have a proven track record of successfully applying for grant funding.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You have a proven track record of raising funds through other traditional and non-traditional methods e.g. crowdfunding, direct giving, partnerships etc.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You can effectively communicate financial information to wider groups (of volunteers, other paid staff, and the community).</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You have experience creating and working within realistic budgets.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You have secured funding for social and/or environmental projects of amounts greater than £50,000.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You have experience of working within organisations that adopt a cooperative approach to managing finances and funds.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>You have experience teaching others how to successfully write their own funding applications.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**How to Apply**

To apply, please provide answers to the four questions below and send a copy of your CV (no larger than 2 sides) to jobs@foodhallproject.org. A strict word count is applied to your responses, please do not exceed the limit. You will receive an email receipt of your application within 24 hours. The deadline for applications is 17:00 on 17th January 2020.

*Important: please send both your CV and questions responses as PDF files only.*

1. Why do you want to do this role? What is it that motivates you to apply to work at Foodhall? (250 words max)
2. Using the essential and desirable criteria, please explain what relevant experience you have for this role and how it might benefit Foodhall Project. (800 words max)
3. Thinking about your own approach to work, when and how do you produce your best results and how do you work cooperatively to achieve them? (250 words max)

4. Focusing on Sheffield, how might your role offer solutions to one or more of the following issues: social inequality, social isolation, food surplus, food insecurity. (500 words max)

Notes on the application process

We welcome applications for anyone, regardless of education or background. Therefore if you find reading and writing difficult and would like help understanding this job description you can send an email to jobs@foodhallproject.org.

Whilst we hope you take care over your application, if English is not your first language or you find it difficult to write please mention this on your application. We will not mark you negatively for spelling or grammar errors.

Following your application for this role a small group of long standing Foodhall volunteers will review your application - personal details will be redacted to avoid unconscious bias. If you are successful we will invite you to interview the week beginning 3rd February. Following this you may be asked to complete a day volunteering during a Foodhall cafe day or event (expenses paid).