



www.foodhallproject.org

jobs@foodhallproject.org

62 Brown Street, Sheffield, S1 2BS

Project Foodhall CIC - Finance & Fundraising Organiser Job Description

Applications for freelance and secondment arrangements accepted

Job title	Finance & Fundraising Organiser
Hours	20 hours per week (we will consider a job share for the right candidates)
Duration of post	6 months, with possibility of extension subject to funding (1 month trial period for both you and Foodhall to get to know each other)
Salary	£25,000 pro rata (£13,333 if 20 hours a week)
Location	Based at 62 Brown Street, Sheffield, S1 2BS Some home working flexibility available
Start date	Jan/Feb 2022
Holiday allowance	A minimum of 25 days annual leave plus 8 Bank Holidays (equating to 247.5 hours) paid holiday each year, calculated on a pro-rata basis. This is a flexible policy with additional requests for leave considered.
Other benefits	Pension enrollment, flexible working hours, generous leave policy, certification and training offered, a supportive & friendly working environment in a radical, non-hierarchical organisation

About Foodhall

Foodhall is a well-recognised 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'. By March 2020, our community had grown to over 60 active volunteers who contribute their time cooking, crafting, cleaning, chatting, and more, seven days a week throughout the year.

We have recently reopened our cafe a day a week and moved to new premises earlier in 2021. In the coming months we will be open on further days for activities to support our community such as training for community members in need of help finding work or accessing benefits as well as wellbeing drop-ins.

Foodhall is looking for a hardworking, community minded person to join our part-time staff team. We need people who believe in the importance of more public spaces created equally for all of society, and who are passionate about tackling social isolation. Motivation and dedication are more important to us than experience. You will be working closely with our non-executive directors, other staff, and volunteers to manage the project's finances and raise vital funds.

Foodhall is not a conventional workplace. There is a management structure that intends to ensure the success of the project is the shared responsibility of everyone, paid staff members and volunteers.

As an organisation that has undergone rapid change and a large expansion due to the pandemic we have operational, logistical, strategic and personnel challenges to meet at the moment. The ability to prioritise your work and contribute sustainably will be vital, as the scope of the work we're engaged in (and that you could put yourself forward to be involved in) is potentially limitless.

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

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

Desired outcomes include (these are not comprehensive or prescriptive and exact goals will be agreed with the successful candidate when they start work):

- Monitoring and managing the day-to-day financial operations of the project, including payroll, tax preparation, invoicing, cashing up, & other transactions.
- Leading our fundraising strategy (including the pursuit of grant applications) as we pursue a long-term future for the project; keeping an up-to-date funding pipeline.
- Supporting other paid staff and working groups in submitting their own funding proposals or grant applications.
- Keeping an up to date financial 'health check' for Foodhall & reporting back to other paid staff members, directors, and the wider community.
- Working with other paid staff and working groups to manage funding pots and budgets, ensuring responsible spending of funding received and developing systems of working that aid this.
- Keeping reliable financial records and communicating financial information with the rest of the team.
- Working with the Building Manager to ensure our tenants at Brown are keeping up to date on rental obligations
- Working with the Events Organiser to ensure payments are collected for hires and that a regular programme of profitable activities are being planned into the future

Person Specification*

*when applying, please include examples of how you meet as many of these criteria as possible:

Specification	Essential	Desirable
You are able to work well in a team, considering the opinions and wishes of different groups – including volunteers, users, other paid staff, funders and supporters.	✓	
You work well on your own initiative and don't need much guidance to be able to complete tasks and stay focused.	✓	

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.	✓	
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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.	✓	
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).	✓	
You have a proven track record of successfully applying for grant funding.	✓	
You have a proven track record of raising funds through other traditional and non-traditional methods e.g. crowdfunding, direct giving, partnerships etc.	✓	
You can effectively communicate financial information to wider groups (of volunteers, other paid staff, and the community).	✓	
You have experience creating and working within realistic budgets.	✓	
You have secured funding for social and/or environmental projects of amounts greater than £50,000.		✓
You have experience of working within organisations that adopt a cooperative approach to managing finances and funds.		✓
You have experience teaching others how to successfully write their own funding applications.		✓
You have experience of using financial software, ideally Quickbooks		✓

How to Apply

To apply, please provide a covering letter (max 2 sides A4) and a copy of your CV (no longer than 4 sides A4)* to jobs@foodhallproject.org. . Please use your cover letter to address all the requirements in the person specification, giving clear examples that demonstrate how you meet them.

The deadline for applications is **17:00 on 5th January 2022** with interviews taking place

in the **week beginning 10th January**. Applicants successful in progressing to the interview stage will be notified **no later than 7th January**.

***Important:** We aim to avoid bias as far as possible by reviewing applications anonymously. For this reason, please remove identifying details from your CV and covering letter and include these in your email as attachments, ideally PDFs. Give your contact details and full name within the email body rather than in your CV or cover letter.

Notes on the application process

At Foodhall we are actively working to broaden our relevance to the community we serve, reflect Sheffield's diversity, and contribute to bringing an end to systemic oppression in employment. Therefore we especially encourage applications from people who experience marginalisation, including disabled people, LGBTQIA+ people, people of all ages and educational backgrounds, people of colour and other racialised groups, and those who have experienced migration.

If you would like help understanding this job description you can send questions 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.

If you have a better way of presenting what you offer than a standard CV and cover letter then feel free to send it along instead. We will go on the information given and what it says about you.

We aim to confirm if you have been invited to interview by 7th January. Interviews will take place during the week commencing 10th January.

If your application is unsuccessful, you are welcome to contact us for feedback.