Feeding Bristol Position Description

Job title: Director
Reports to: Chair/Board of Trustees
Benefits: Competitive basic salary + 32 days holidays (including bank holidays)
Hours: Full-time, 37.5 hours per week, Monday to Friday

The role

The purpose of this role is to deliver the strategy of Feeding Bristol.

The key aspects of the role include:
1. Lead strategic and collaborative change in the social sector
2. Influence and galvanise the efforts of external stakeholders across councils, government, local funders, corporates, businesses, charities and community interest groups
3. Working outside your comfort zone; managing multiple workstreams and projects; support the hands-on nature of projects when necessary; drive and produce high quality work
4. To identify issues, source solutions and bring commercial acumen to the portfolio of work that you have established

You are the key driver of all activity and planning for Feeding Bristol. You are responsible for managing and influencing the strategic direction of the charity, as well as the day to day operational management (including governance and reporting). It is your role to coordinate all available resources (including funds, employees, contractors, volunteers and trustees) to deliver all activities in line with the charity’s vision.

You are also the main representative of Feeding Bristol and will be required to attend events, facilitate workshops, deliver presentations, etc.

This role requires dedication and commitment to the vision, purpose and strategic priorities of Feeding Bristol. There is an enormous potential to positively impact the sector in Bristol and beyond, but it requires investment in time and effort.

Main duties and responsibilities

Strategy:
- To provide the strategic leadership and development of the Feeding Bristol Theory of Change, and update the strategy as needed, in consultation with the Chair/Board of Trustees
- To make proposals to the Board on the strategic direction of Feeding Bristol in line with the aims of the charity and appropriate local and national policy initiatives
- Manage the three principal streams of work: Infrastructure, Community Intervention and Systemic Change:
  1. Infrastructure: considers all aspects of running an organisation. Including stakeholder management, marketing and communications, budget and finance management, policy and procedure management, IT management and fundraising.
  2. Community Intervention: coordinates all the direct delivery projects in which Feeding Bristol is involved. This includes projects we initiated and run; partnerships with other projects; business case development; supporting community hubs to improve food security in their areas at a local level.
  3. Systemic change: considering the root causes of the issues driving food insecurity, Feeding Bristol intends to influence relevant policy reform and tackle of social and local root causes. The root cause analysis will be embedded within the Community Intervention work, to ensure that we the focus on working with the communities.

Leadership:
- Be the driver of activity for Feeding Bristol. You will dictate the standard and pace of work that the charity delivers, and be accountable to the Chair / Board of Trustees accordingly
- Line manage the Community Manager
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- Ensuring the charity has appropriate paid and voluntary resource in place to deliver its agreed objectives
- To provide effective leadership to the charity’s paid and voluntary workforce
- Manage recruitment of fixed-term employees or contractors, to conduct specific tasks/projects when required
- To ensure organisational deliverables are met

Stakeholder Management:
- Build excellent working relationships with key stakeholders in the City of Bristol and beyond and, in particular, in the national Feeding Britain network
- Maintain a strong overview and understanding of all aspects of the sector within Bristol (including other charities active in the sector, community organisations, the food industry, local politics, etc.) and factor these into decision making and developing recommendations for future direction of the charity
- An active spokesperson of Feeding Bristol. Represent Feeding Bristol at national, regional and local levels, raising the charity’s profile with relevant individuals and organisations ensuring Feeding Bristol has an active and influential role on key issues
- Provide business and commercial acumen and advice to other groups in Bristol that are working in this sector

Finances:
- To oversee Finances, HR, Marketing and Communications. Also responsible for budgets and reporting. To ensure appropriate and effective financial management including a successful audit process and clarity on funding requirements

Governance:
- Work with the Board in fulfilling all the charity’s constitutional, regulatory and legal obligations
- To take appropriate steps to protect the charity from risk and to alert the Board to any significant risks, including financial and safeguarding, which may either harm the charity’s reputation and/or future success
- To work with the Board to design and deliver the agreed strategy and annual workplans with clear targets, milestones and deliverables

Other:
- Assist in the development or support in delivering fundraising strategy
- Coordinate impact reporting when needed
- To project manage specific projects when needed

Skills and experience

- Be able to work outside your comfort zone and find solutions to issues you may not have experienced before
- Able to work in ambiguity. Confident to work in contexts where you need to determine the tasks/deliverables, and even sometimes the objectives
- Be willing to challenge the status quo
- General organisation and portfolio management
- Have proven internal and external stakeholder management skills
- Have proven communication skills, both spoken and written, and have strong influencing skills
- Be able to work independently and with a team
- Can be able to delegate tasks and manage teams
- Have proven analytical skills and attention to detail orientated
- Preferably at least 3 years’ experience in a leadership role in either the private, public or third sector
- A strong knowledge on the issues surrounding poverty in developed countries. Stay up to date on best practices globally
- Experienced use of Microsoft Excel, PowerPoint, Word and Outlook
Online presence

Website: www.feedingbristol.org
Facebook: Feeding Bristol CIO
Twitter: @FeedingBristol
LinkedIn: Feeding Bristol