Feeding Bristol Position Description

Job title: Community Manager
Reports to: Director
Benefits: Competitive basic salary + 32 days holidays (including bank holidays)
Hours: Full-time, 37.5 hours per week, Monday to Friday
Office location: Avonquay House, 2 Dock Gate Lane, Bristol, BS1 6XL

About the role

The Community Manager role is to influence and provide strategic support to grass-roots organisations in responding and tackling the issue of food insecurity.

The role is to represent Feeding Bristol at a community and grass-roots level within Bristol. While delivering specific projects, you will be facilitating a more collaborative community hub model across the most disadvantaged wards of the city. The role is to influence and support organisations across the city to build a platform within these communities that allows them to support each other, including support with food.

Healthy Holidays is a flagship project of Feeding Bristol. It is about alleviating the pressure on families during the school holidays by adding value to the existing children-focused holiday activity programmes in Bristol. The long-term goal is to significantly reduce the need for immediate support during the holidays, through other projects that run all year round. The role is to project manage the Healthy Holidays support during all school holidays, working in collaboration with other charities, organisations and Bristol City Council.

You need to act as the key liaison between Feeding Bristol and the grass root communities. You will report to the Feeding Bristol Director, providing advice on the root causes of key issues and recommendations on what support is needed. You will also work with the Director to develop tools for collecting data within communities that help to build evidence to drive policy reform – it will be this expertise that helps to ensure that the data collection process is executed in a consultative and appropriate way with the community.

This role requires dedication and commitment. There is enormous potential to positively impact the sector in Bristol and beyond, but it requires investment in time and effort.

Main duties and responsibilities

The objective of the role is to reduce the number of people living in food insecurity in Bristol. How this is done will change over time, however, the initial tasks of the role include:

1. Developing local community hubs
   - Designing and implementing a more collaborative community hub model across the most disadvantaged wards of the city
   - Documenting and understanding the nuances of the different areas of Bristol
   - Using your knowledge of local projects to connect organisations across the city so learnings can be shared

2. Healthy Holidays project management
   - Initially responding to the issue of holiday hunger, this project now looks to:
     i. Increase food provision to vulnerable children and families during school holiday periods
     ii. Working during term-time, ultimately reducing the issue of holiday hunger by successfully delivering projects and initiatives that provide long-term change

3. Supporting the overall vision of Feeding Bristol
   - Provide the liaison between Feeding Bristol and grass roots organisations
   - Engage with local communities and build strong and lasting relationships with community groups
   - Provide information and evidence to the Director about the root causes of key issues
   - Provide recommendations to the Director about new projects required for specific communities
Skills and experience

- A strong knowledge of Bristol, its culture and the issues surround poverty in Bristol
- 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 organised, and able to run multiple projects concurrently
- Have proven stakeholder engagement and management skills
- Have influencing skills
- Be able to work independently and with a team
- Be passionate and results driven
- Proven experience in running and delivering projects
- Experienced use of Microsoft Excel, PowerPoint, Word and Outlook
- Knowledge of the food industry, local council and social inequality issues are desirable, but not critical

Online presence

Website:  [www.feedingbristol.org](http://www.feedingbristol.org)
Facebook:  Feeding Bristol CIO
Twitter:  @FeedingBristol
LinkedIn:  Feeding Bristol