



Job Title:	Food Supply Manager
Reports to:	Head of Development
Responsible for:	n/a
Location:	Hybrid - Home / Brighton or Guildford
Flexibility:	We welcome flexible working patterns
Hours:	37.5 hours per week (Full Time)
Type of contract:	Permanent
Salary:	£27,937 Band 11

About FareShare Sussex & Surrey

We rescue surplus food from businesses, supermarkets and farms. This food is nutritious, in-date, and safe and includes a high proportion of fresh vegetables and fruit. If we did not rescue this food, it would be at risk of going to waste. Instead, we deliver it to charities, community kitchens, community pantries and fridges, food banks, schools and other organisations serving vulnerable people. Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and key workers.

We operate out of two sites; Guildford (Surrey) and Brighton (Sussex) as part of 35 Regional Centres, working as a network across the country with FareShare, a national charity. The Guildford warehouse is new and will enable us to receive, store and deliver more fresh, frozen, chilled and ambient food across the region.

Last year we delivered enough food for 2.4 million meals to help vulnerable people in our community. We receive and deliver around 80 tonnes of food every month, currently to 150 organisations including homeless shelters, community pantries, food banks, clubs, children's centres and lunch clubs across the 3 counties. FareShare Sussex & Surrey (FSSS) also works to improve the lives of vulnerable volunteers through our successful employability scheme.

City Gate Community Projects (registered charity 1093245) is the employer, delivery partner and franchise holder for FSSS.

Main purpose of this role

This important role will represent FareShare, engaging with the food industry in the region, to develop and grow volumes of surplus food into the network as well as through our two regional centres in Brighton and Guildford.

Using your experience in procurement and logistics you will identify potential local food suppliers in Sussex and Surrey (farmers, manufacturers, catering industry and suppliers) to source surplus and donated food, and work with our warehouse team to ensure the food is collected or delivered to us in a timely manner. The role will work very closely with the FareShare Food Team to strengthen our capability to source and accept more food from our top National suppliers.

You will cultivate existing and new business relationships, growing our supply base and ensuring rewarding, sustainable and collaborative partnerships.

Duties and responsibilities

Business Development and Relationship Management

- Act as main point of contact for existing food suppliers in the region
- Work closely with FareShare UK Food Team on top national suppliers accounts in line with the strategic plan.
- Research and develop new relationships with food suppliers and food industry stakeholders across Sussex and Surrey
- Build strong relationships and engage with food suppliers and stakeholders on a regular basis
- Meet existing and potential food suppliers to competently and effectively present the benefits of working with FareShare
- Engage with accounts to prompt donations of food through regular phone, email and face to face contact
- Support food suppliers in identifying surplus food through carrying out factory 'waste walks' and engaging employees appropriately
- Work closely with FareShare UK Food Team and Supply Chain & Logistics Team to ensure any supply or account management issues are promptly and satisfactorily resolved
- Provide regular food supplier impact reporting, case studies and recognition
- Capture feedback from our food suppliers about their relationship with FareShare
- Cultivate supplier partnerships to encourage deeper involvement with FareShare Sussex & Surrey by working closely with the Volunteer Manager and Fundraising Team.

Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable for this post. Please explain in your Covering Letter why you meet the points in the Person Specification.

	Essential Criteria	Desirable Criteria
Qualifications and/or experience	<ul style="list-style-type: none"> ● Experience of Managing accounts or customers 	<ul style="list-style-type: none"> ● Experience of working in the food industry ● Experience of working in procurement and logistics ● Experience of managing accounts in the food, retail or Fast Moving Consumer Goods (FMCG) sector
Skills, Abilities and Knowledge	<ul style="list-style-type: none"> ● Proven ability to build cross functional relationships with a customer service focus ● Knowledge of and interest in Sustainable Development, Corporate Social Responsibility and experience of its application within the business environment ● Ability to plan, multi-task and manage your time effectively ● Excellent attention to detail, comfortable using own initiative, managing priorities and workload. 	<ul style="list-style-type: none"> ● Track record of using selling and negotiation skills with professionalism and integrity to achieve desired outcomes and targets.

	<ul style="list-style-type: none"> ● problem solving and decision making skills, solution focussed with the ability to support decisions using data and analysis. ● Proactive, resilient, and able to work under pressure ● Excellent written and verbal communication skills, including ability to confidently present to stakeholders in person or online ● IT literacy including word processing and database use 	
Relationships (internal and external) values and behaviours	<ul style="list-style-type: none"> ● To subscribe to the ethos, vision and mission of the organisation ● Comfortable with cold calling new accounts and the judgement to be able to balance persistence with empathy and understanding. ● Ability to create and maintain successful working partnerships with multiple stakeholders ● Able to use own initiative and work independently ● Able to demonstrate a commitment to equal opportunities, inclusivity and diversity ● Working closely with Warehouse Managers on logistics and stock control 	
Circumstances	<ul style="list-style-type: none"> ● Willing and available to work outside normal working hours occasionally if required ● Proof of the right to work in the UK 	<ul style="list-style-type: none"> ● Full driving licence and access to own car

Benefits

- Ethical pension scheme
- Daily hot lunch in our community kitchen
- Access to learning and development opportunities
- Access to Telus Health
- 33 days Annual Leave including all public bank holidays (Pro-rata for part-time employees)
- Staff led wellbeing programme
- Flexible working
- Bike to work scheme

Safeguarding statement

FareShare Sussex & Surrey is committed to safeguarding and protecting the adults that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have policies and procedures in place which promote safeguarding and a safe working environment.

Equality, Diversity and Inclusion

We want to be open to everyone. A diverse voice is a more powerful voice. Diversity in our people brings new viewpoints and this drives debate and creativity, which is key to success and an ability to engage new audiences. As such, we encourage applications from people who belong to groups which are often marginalised in society.

We strive to engage an ability-based workforce which reflects the diverse nature of our local communities. We are committed to equality, diversity and inclusion and it's important to us that this is reflected in the diversity of the people who work for us. We particularly welcome applications from black, Asian and minority ethnic candidates, LGBTQ+ candidates and candidates with disabilities because we would like to increase the representation of these groups in the team. Please call or email if you'd like to chat about the FareShare Sussex & Surrey community in more detail.

Application Process and Further Information

Please submit a CV and Covering Letter (one side of A4) explaining how you meet the Person Specification. Please also submit the equal opportunities forms to: recruitment@faresharesussexandsurrey.org.uk before **5pm 7th May 2024**. *Interviews will be conducted as suitable candidates apply ahead of the deadline. The role may therefore be filled ahead of the deadline.*

For an informal chat about the role, please contact our Head of Development, Clare Nice on 01273 671 111 (Option 5).

The application pack can be accessed via www.faresharesussexandsurrey.org.uk/latest-news

FareShare Sussex & Surrey - faresharesussexandsurrey.org.uk.

FareShare - fareshare.org.uk