



ENGAGEMENT MANAGER

Responsible to: Wokingham Foodbank Manager

Responsible for: Communications and Engagement with Foodbank stakeholders

Salary: £28,000 per annum on Full Time Equivalent basis

Hours: Part time, 15 hours per week. Initially on Monday, Wednesday and Friday.

Location: Winnersh

Length of contact: 1 year in the first instance with the possibility to extend

Annual leave: 5 weeks plus bank holidays

Wokingham Foodbank is part of the Trussell Trust network of foodbanks. We aim to offer a service that is accessible and provides a positive experience for the people we support. We will always champion the needs of our clients by engaging a network of local services to encourage positive change for local people living with food insecurity.

We work closely with people across the borough to ensure that people in our community understand who we are and what we do. Our Engagement Manager, working under the guidance and direction of the Foodbank Manager, will develop communication and engagement strategies to enhance our visibility within the wider community. This will support our strategic aim to be a voice for local people living in poverty. The role will oversee our communications and be responsible for our engagement with external stakeholders. This includes members of the public, donors, schools, churches, funders and the Trussell Trust.

Wokingham Foodbank is committed to a diverse and representative workforce, where equity, diversity and inclusion is embedded in everything we undertake. We welcome applications from all parts of our community. We believe it is important that members of the Foodbank team fit the values, culture and ethos of our organisation.

Specific responsibilities of the job:

- Identify and map Foodbank stakeholders, maintaining records of stakeholder details.
- Develop and implement a communications and engagement strategy for key groups of stakeholders
- Recruit additional volunteers to support delivery of our strategic engagement plans
- Management of volunteers to support day to day responsibilities
- Work in a proactive way to promote the foodbank and its services
- Evaluate and exploit Trussell Trust resources to facilitate our external engagement
- Establish and maintain the Wokingham Foodbank Education Hub
- Coordination of messages distributed on our website and social media channels
- Obtain regular feedback from key stakeholders
- Plan and execute public facing events, such as special collection weekends, sessions with local youth groups and community events

**Key Skills:**

- Self-motivated and able to carry out responsibilities with minimum supervision
- Excellent written and oral communication skills
- Highly organised with the ability to plan in the short and long term
- Ability to manage and monitor the development of new projects
- Capable of delegating tasks, and experience leading or supervising a group of people
- Ability to communicate clearly and effectively with staff, volunteers, clients, and stakeholders
- Confident user of email, document and spreadsheet applications, and internet
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds

Desired Experience:

- Background in marketing
- Managing people and/or volunteers
- Working or volunteering in a charitable organisation that deploys volunteers

Personal attributes:

- Honesty and integrity
- Passionate about tackling poverty

How to Apply:

If you would like to receive more information or receive an application form please contact Annette Medhurst on manager@wokingham.foodbank.org.uk .