



Job Description Network and Logistics Manager

Organisation: Shrewsbury Food Hub

Position: Network and Logistics Manager

Hours: 37.5 hours over 5 days (including 2 weekend mornings which will be taken as TOIL)

Times: 7.30am – 3.30pm (Wednesday 9.00a.m – 5.00pm)

Salary: £24,297.00 per annum

Closing date: Friday 24th June

To plan and co-ordinate the safe redistribution of rescued food (ambient chilled and frozen) throughout our community network by ensuring we have sufficient volunteer resources. You will be front and centre working within a busy depot along with part time staff and volunteer teams. You will start off the day working alongside the volunteer teams as they rescue and triage up to 70 trays of food from local supermarkets before dropping to our various groups, charities and foodshare tables.

This is a hands-on inclusive role where you will be expected to jump in and support as and when the need arises from photocopying to pallet trucks – no 2 days are the same!

What you will be doing

- On a weekly basis you will effectively plan all rotas and communicate this daily to our volunteer team – adequate planning time will be scheduled and assisted.
- Support 4 x Depot Co-ordinators and ensure they have adequate resource to carry out all tasks within the agreed time scales over a 7-day period.
- Support the recruitment and induction of new volunteers supported by the wider team. Identifying suitable volunteering opportunities.
- Pro-actively liaise with our partner groups, managing our what's app groups and responding to emails.
- Liaise with suppliers on all changes to deliveries and collections impacting weekly rota.
- Responsible for maintaining or managing the maintenance of the charity's vehicle "Ronnie"
- Responsible for cleanliness and hygiene of the depot in accordance with food safety guidelines
- Manage all associated administration duties regarding volunteers, suppliers and our network partners.
- Work alongside the Food Hub Manager to implement new processes and changes as and when the need arises or following quarterly reviews of procedures and manuals.
- Ensure continuous and accurate records are kept including property maintenance and logging any faults or repairs.
- There will be a requirement to work some weekend mornings within this role. This is a part of a rolling rota with the wider team along with monitoring food donations via apps.



- Must be comfortable working within a food depot environment throughout the year, handling all food types including meat.

ESSENTIAL SKILLS, KNOWLEDGE & EXPERIENCE

- Must hold a full valid UK driving license and ability to drive the charity van 3.5 tonnes
- Have experience in food or logistics management/planning or demonstrate suitable transferrable skills, preferably within the not-for-profit sector.
- Have the ability to empower and support teams, to be engaging, non-critical with a bucket full of patience and humour.
- Experience in planning and managing rotas and adapting to last minute changes.
- Be a problem solver, a creative thinker and a great spinner of plates!
- Are a confident IT user including Microsoft 365 (CRM knowledge would be useful)
- Confident in recording, handling and collating data.
- Understand the importance of effective and timely stock control.
- Are physically fit and able to lift crates of food up to 15kg
- Excellent communications skills are a must.

DESIRABLE SKILLS

- Be supportive of the goals, ethos, values and vision of The Shrewsbury Food Hub
- Have a passion for working alongside and supporting volunteers and colleagues.
- Have an inquisitive mind, looking for ways to improve and support the redistribution project.
- Be a strong team player and work well within a team, all our roles are hands on and inclusive!
- Self-motivated and able to carry out responsibilities with minimum supervision you will work with transparency and with a "Whole Team" approach.
- Have a sense of humour!
- Be encouraging and resilient, with a positive attitude.
- Be a person of empathy, honesty, and integrity.
- Have bags of energy and enthusiasm and promote an all-inclusive environment!

Closing date for applications will be Friday 24th June – This date may be brought forward dependent on volume of applications.

Informal enquiries regarding the role can be sent to tammy@shrewsburyfoodhub.org.uk