



Job Title: Food Sourcing & Logistics Manager

Reporting to: Head of Development

Location: Barnsley

Starting salary: £26,000 pro rata (Band 4)

Hours of work: 37.5 hours

Contract type: Full Time Permanent

Who Are We?

FareShare Yorkshire is a Charity now in its 25th year of operation and has grown significantly over the last 3 years. Our mission is to improve the wellbeing of people in Yorkshire and see an end to Food Insecurity in our region. We operate from 3 sites across Barnsley and Leeds, delivering surplus food provision, employability programmes and our own cookery school, the FullCrumb Kitchen.

Role Purpose

The Food Sourcing & Logistics Manager will manage FareShare Yorkshire's food sourcing and logistics programmes. The Manager will maintain and grow partnerships to support the supply of surplus food to FareShare Yorkshire's distribution centres in Barnsley and Leeds. They will utilise logistic resources to intercept food and drink as well as manage its storage and throughput.

Main Areas of Responsibility:

Transport Management

- Have day-to-day responsibility for managing our locally sourced, routine, ad hoc and FareShare National Logistics food offers, providing rapid support to partners and colleagues to maximise opportunities and minimise waste.
- Co-ordinate food movements to improve the speed and spread of both food volume and variety across our distribution centres and wider partners.
- Maintain timely, professional relationships and communications with suppliers, partners and FareShare UK (Supply Chain & Logistics and Food Teams) to secure food promptly,



manage all associated equipment and maintain suitable methods of timely collection and return.

- Work collaboratively and proactively with site managers to maintain adequate stock levels to meet current and future needs, communicating all deliveries and collections to sites in advance and anticipating any issues for early intervention.
- Ensure accurate management of our in-house GLADYS system and associated systems including Salesforce.
- Work with the Development Team to implement new food provision related activity and lead on day-to-day monitoring and implementation.
- Present a highly professional image of the charity and uphold the quality of its systems, supporting colleagues to adhere to best practice.
- Ensure cover as needed and that all drivers are qualified, trained and supported.
- Work in accordance with the Charity's Mission, Vision and Values.

Relationship Management

- Provide timely support in our partner engagement, including in-depth data, quality case studies and constructive feedback to improve practices and strengthen relationships.
- Support identification of and communication with potential food partners in conjunction with FareShare UK's Food Team (Commercial Managers) and Senior Regional Food Engagement Manager.
- Provide excellent customer service to stakeholders across FareShare, FareShare Yorkshire and the Food Industry, acting as the first point of contact and gathering key information such as opportunities and KPIs.
- Support, engage and learn from FareShare's regional sourcing network.
- Re-engage with lapsed partners to keep historic / anticipated supply as strong as possible.
- Maintain timely records of allocations, learning gained through overcoming new challenges and reasons for declined offers / waste.



- Arrange, manage and co-ordinate the transport schedule, communicating effectively with our lorry drivers to ensure the use of the vehicles are maximised and collections are made in a timely manner.
- Ensure any delays or problems are communicated immediately to partners and colleagues.
- Support FareShare UK and partners with associated projects, trials and opportunities.
- Maintain pro bono partnerships that support FareShare Yorkshire in terms of logistics and storage.
- Lead on improvements to the safety and efficiency of our sourcing and logistics practices.

Health & Safety, Food Hygiene & Equal Opportunities

- Serve as our VOSA listed Transport Manager and adhere to any necessary training required to fulfil the role.
- Responsibility for compliance of all food sourcing logistics, including food hygiene, health and safety of vehicles, their lawful operation and the safety & wellbeing of staff and volunteers.
- Compliance with the Health and Safety at Work Act with specific responsibility for the health, safety and welfare of all personnel within their control including themselves.
- Ensure overall safe and compliant planning, implementation and monitoring of all activities.
- Ensure compliance with all policies and procedures as well as industry standards as required by partners and regulations, reporting all accidents and / or incidents and near misses in accordance with the charity's procedures.
- Manage the maintenance of lorries, safety checks and schedules of maintenance as well as adherence to safe limits such as payload and hours.
- Champion safe work practices ensuring risks are recorded and reported.



Skills Required

- Relevant Logistic Management experience.
- Time Management and Problem-Solving skills essential, with the ability to prioritise and juggle tasks effectively.
- Possess a Positive Mindset with a can-do attitude.
- Relevant Experience and up-to-date qualifications with demonstrable Continued Professional Development.
- Excellent Customer Service Skills, verbally and written.
- Confident to Act On Own Initiative and be Self-Motivated.
- Collaborative, Positive, Tactful and Patient.

Benefits

- Company contributed pension scheme.
- 26 days annual leave, pro rata.
- Employee Assistance Programme including free GP services.
- Full autonomy for you to be creative in your role.
- Managing your own time.
- Free training on courses / qualifications you feel will benefit you.
- Working for an Organisation that cares about the work they do and the communities they serve.

Full driving licence required and access to own vehicle preferable.

How to apply

Please send an up-to-date CV and cover letter to rachelmorgan@fareshareyorkshire.org