



Job Title: Community Outreach Manager

Reporting to: Deputy Chief Executive

Location: Barnsley or Leeds

Salary: £26,570

Working hours: 37.5 hours per week (Monday to Friday) with flexible core office hours.

Weekend Requirement: One half-day Saturday shift every four weeks.

Flexible Arrangements: Open to part-time and job-share opportunities.

Hybrid Role: Some remote working may be available.

Travel: Travel across Yorkshire is required, and access to a personal vehicle with business insurance is essential, travel expenses paid.

Other Benefits: Company contributed pension scheme, 25 days annual leave plus 8 bank holidays (pro rata), Birthday day off, free GP service and EAP programme.

Projected start date: 1st April 2025

Role purpose:

The Community Outreach Manager is responsible for strengthening relationships with Community Food Members (CFMs), supporting food safety and waste reduction initiatives, and ensuring alignment with FareShare Yorkshire's operational priorities. This role involves strategic planning, onboarding new CFMs, and managing community partnerships to enhance food distribution efforts. The Community Outreach Manager will also be responsible for data management, stakeholder engagement, and providing operational support when required.

FareShare Yorkshire is committed to being a truly Yorkshire-wide charity, combatting food poverty, insecurity, and hunger. The role involves working closely with over 400 wonderful charities and organisations across the region to ensure that surplus food reaches those who need it most.

Key Responsibilities

Food Safety & Waste Reduction

- Promote and uphold food hygiene compliance standards among CFMs.
- Implement food waste minimisation strategies in collaboration with internal teams.
- Ensure FareShare Yorkshire's food distribution processes align with industry best practices and regulatory requirements.

Strategic & Partnership Work

- Play a key role in FareShare Yorkshire's strategic planning for community food distribution.
- Lead the effective onboarding of new CFMs, ensuring compliance and suitability.
- Collaborate with internal operations teams to optimise food provision and distribution.
- Develop partnerships with councils, food aid networks, and voluntary organisations.

Monitoring & Data Management

- Maintain and utilise FareShare Yorkshire's software and systems for tracking CFMs.
- Monitor food provision and impact across community networks.
- Collect and analyse data to assess the effectiveness of CFMs and identify areas for improvement.
- Ensure all data management processes comply with GDPR and internal policies.

Presentations & External Representation

- Represent FareShare Yorkshire at stakeholder meetings, regional forums, and community engagement events.
- Deliver presentations to CFMs and external partners to promote food access initiatives.
- Advocate for FareShare Yorkshire's mission and build strong relationships with key stakeholders.

Operational Support & Alignment

- Provide flexible support for daily operations when required.
- Assist with food logistics, storage, and compliance-related activities in collaboration with warehouse teams.
- Ensure CFMs receive the best service possible by understanding their needs and aligning them with operational capacity.

Person Specification

Essential Criteria:

- Experience in community engagement, stakeholder management, or food

distribution.

- Strong organisational and relationship management skills.
- Knowledge of food safety standards and waste reduction initiatives.
- Ability to work independently and manage multiple priorities.
- Excellent verbal and written communication skills.
- Full UK driving licence with business insurance and access to a car.

Desirable Criteria:

- Experience working in the charity or non-profit sector.
- Understanding of food insecurity issues and community food initiatives.
- Previous experience with CRM or data management systems.

Health & Safety, Compliance & Policies

- Uphold the highest Health & Safety standards to protect staff, volunteers, and CFMs.
- Ensure compliance with all FareShare Yorkshire policies, food donor agreements, and regulatory standards.
- Maintain GDPR compliance when handling beneficiary and partner data.
- Support internal and external governance frameworks to maintain best practices.

Organisational Values & Culture

The Community Outreach Manager is expected to work in line with FareShare Yorkshire's mission, vision, and values, contributing to the overall goal of reducing food insecurity and promoting wellbeing across the region.

How to apply

Please send an up-to-date CV and cover letter to our Head of HR, Rachel Morgan at rachelmorgan@fareshareyorkshire.org