



Operations Manager

Job Information Pack

Closing date:	18 th February 2026 at 12 noon
Interviews:	Week commencing 23 rd February 2026
Location:	Emmanuel Church, Weston Favell Centre, Northampton & Food Bank Warehouse, Deer Park Road, NN3 6RX
Employment type:	Part time, 20 hours p/w
Wage:	£14.40ph (£14,976 a year / £28,080FTE)



Introduction

About the job:

This is a proactive and varied role managing the day-to-day warehouse and operational activities of the food bank. The Operations Manager will play a key role in fundraising and grant management as well as ensuring stock is accurately managed, reported and distributed safely, while supporting volunteers and maintaining strong relationships with donors and partner organisations.

Who we are:

We are an Emmanuel Group of Churches project, providing a local food bank which supports an average of 100 families each week. We are an evolving and innovative service, committed to supporting our local community with dignity and without judgement.

We are a small, dedicated team passionate about tackling food poverty and working collaboratively with volunteers and partner organisations. We work closely with the church and all staff within the Group.

Working arrangement:

The role is for 20 hours a week, though some variation to this would be considered for the right candidate. There are some set days where you will need to be onsite, either at the church or the warehouse, but there is an option to work some hours flexibly to include working from home if appropriate. This will be discussed at interview but if you need further details please do get in touch.

Next steps:

If you have any questions about the role, please contact us at:

info@westonfavellcentre.foodbank.org.uk

To make an application:

Please send your C.V. and a covering letter outlining your suitability for the role to

info@westonfavellcentre.foodbank.org.uk by 12 noon on 18th February 2026

Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

1. Closing date:	18 th February 2026 at 12 noon
2. Interview date:	Week commencing 23 rd February 2026

1. We reserve the right to close the vacancy before this date should a sufficient number of applications be received.

2. Interviews will be held in-person at Emmanuel Church, Weston Favell Centre, Northampton.



Job Description

Job Title: Food Bank Operations Manager

Employed by: The Emmanuel Group of Churches

Location: Emmanuel Church, Weston Favell Centre, Northampton & Food Bank Warehouse, Deer Park Road, NN3 6RX

Responsible to: Food Bank Manager

Employment type: Part time (20 hours p/w)

Key Responsibilities:

- Income generation for the food bank to include grant applications, fundraising events/campaigns and donation drives
- Financial administration including preparing regular reports as required with the support of the Food Bank manager and Church Treasurer
- Build supporter base and manage relationships with donors, including regular updates and thank you mailings.
- Act as the main point of contact for FAWN (Food Aid Alliance West Northants), attending online meetings and coordinating food collections
- Oversee daily warehouse operations and ensure health and safety standards are met
- Log food stocks in and out and maintain accurate inventory records
- Weigh, record and report all food data using the Trussell system
- Manage stock rotation, ordering and monthly reporting of weights and figures
- Organise food parcels and load the food bank van
- Collect donations, weigh items and restock shelves
- Drive the food bank van, including loading and unloading stock
- Assist with the coordination and support of volunteers during shifts
- Support the day-to-day running of the food bank while on shift

Summary of terms and conditions:

Contract type	3-year fixed term contract <i>This may be extended, subject to additional funding being secured.</i>
Working hours	Part time - 20 hours per week
Rate of pay	£14.40ph (£14,976 a year / £28,080FTE)
Location	Emmanuel Church, Weston Favell Centre, Northampton & Food Bank Warehouse, Deer Park Road, NN3 6RX. Some working from home by negotiation.
Benefits	<ul style="list-style-type: none">• Pension• On site parking• Flexitime• Working from home
Probationary period	Appointment will be conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure	Appointment will be conditional subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service (DBS)
Right to work	Appointments and offers of employment are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.



Person Specification

Job Title: Operations Manager

Employed by: The Emmanuel Group of Churches

Location: Emmanuel Church, Weston Favell Centre, Northampton & Food Bank Warehouse, Deer Park Road, NN3 6RX

Attributes	Essential	Desirable	Evidence
Education and training Experience, knowledge and ability	GCSE in Maths and English or equivalent		A, I, Q
	Full, clean driving license due to van driving duties	Experience driving small vans	A, I, Q
	Excellent written and verbal communication skills, including use of Microsoft Office 365	Experience managing charity finances	A, I
	Empathetic with strong active listening skills		A, I
	Experience ordering, logging, managing and reporting stock and weights	Experience of warehouse work	A, I
	Able to make effective connections in the community with new, unaffiliated people, groups, and organisations	Experience of working in partnership with external organisations	A, I
	Confident in signposting individuals to appropriate local services		A, I
	Able to work effectively within a team and alone with minimum supervision	Experience of working with and supervising volunteers	A, I
	Able to work under pressure, often with competing priorities, and demonstrate integrity and a commitment to confidentiality		A, I

Special qualities or aptitudes	Able to react and adapt positively to changing priorities and circumstances, willing to meet the current and future needs of the Weston Favell Food Bank		A, I
	Experience of preparing Risk Assessments and other necessary paperwork		A, I
	Passionate about tackling poverty and supporting the local community		A, I
	Demonstrate awareness of and sensitivity to issues of equality, diversity and inclusion		A, I
Other Requirements	Be in sympathy with and supportive of the ethos and values of each of the partner denominations: The Church of England, The Methodist Church in Great Britain and The Baptist Union of Great Britain		A, I

A: Application I: Interview Q: Qualification



Important Notes

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is highlighted in your cover letter, and they will assess this information against the person specification.

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions: Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection: The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.