



## FOOD SOURCING MANAGER - JOB DESCRIPTION

### ABOUT CITY HARVEST

City Harvest is London's original food redistribution charity on a mission to rescue food, people, and the planet! Our HQ is in Acton Central, with satellite food rescue sites in east and south London. Our mission is to alleviate food poverty across the capital and reduce industry food waste and its harmful effects on the planet. We currently rescue and deliver enough free food for over 1 million meals a month to London communities. Our work environment is dynamic and exciting. We operate from a modern office, attached to our food rescue warehouse where all the action happens. We provide a supportive working environment, and opportunities to grow and learn while making a real difference.

### ABOUT THE ROLE

Reporting to the Head of Food, Food Sourcing Managers ensure that City Harvest has a constant supply of food available to redistribute on a weekly basis. It's an instrumental role for the charity focusing on building and maintaining relationships with food partners, not only so we have a growing pipeline of food, but to ensure that we add value to their business by delivering an efficient service of collecting surplus.

This role will look after the hospitality, events and food drive categories. It will involve working with restaurants, caterers and foodservice businesses, accepting daily food donations as well as growing existing relationships and onboarding new donors.

Events are a big part of what we do as they provide a great source of surplus food, alongside helping to raise brand awareness and provide networking opportunities. This role will oversee the coordination and management of all external food events, ensuring they are sufficiently staffed, and the food is collected in a safe, efficient and timely manner.

There is a huge opportunity within City Harvest to encourage businesses and schools to host food drives in support of us. This role is responsible for championing these across our network throughout the year, as well as delivering our annual Harvest Festival campaign.

### KEY RESPONSIBILITIES

- Grow food volumes with existing accounts understanding the intricacies of managing numerous accounts
- Strategically identify and contact new potential sources of food
- Build key relationships and share the benefits of redistribution with food donors to ensure longevity and commitment to donating to City Harvest
- Plan and coordinate all food events and exhibitions throughout the year, ensuring the most efficient service whilst maximising brand awareness and food donations
- Deliver a successful Harvest Festival campaign and develop a calendar of food drives with businesses and schools to ensure a consistent supply of pantry items throughout the year.
- Hold high level meetings with industry heads, giving the best account of City Harvest's mission and vision, demonstrating the exceptional ESG and financial benefits to redistribution



## FOOD SOURCING MANAGER - JOB DESCRIPTION

- Ensure our food donors have everything they need in return, such as regular impact reports, the offer of partnering with City Harvest (becoming a financial donor as well as food), and the opportunity of face to face meetings
- Be the voice of our food donors in internal discussions with an awareness of the challenges both sides sometimes face

### ABOUT YOU

A passionate account manager, driven in ensuring that no good food goes to waste and nobody goes hungry. You'll have an ability to communicate effectively both internally and externally. Meeting new people and building relationships is important to you, selling the ease and simplicity of working with City Harvest to potential donors. You will be comfortable working in a fast moving and agile environment, often needing to be reactive at short notice. A self-starter who shows initiative and can confidently make decisions to reach a positive outcome for the charity.

### DESIRED SKILLS & EXPERIENCE

- 3+ years' experience in an account management role.
- Strong time-management and organisational skills.
- Excellent interpersonal and communication skills and the ability to build healthy work relationships.
- Ability to cope with high work volumes and perform well under pressure.
- Problem-solving skills and positive, proactive "can-do" attitude.
- Technological proficiency in relevant software – e.g. proficiency in Microsoft Office, Outlook, and Google products.

### QUALITIES REQUIRED FOR SUCCESS AT CITY HARVEST

- Charitable
- Compassionate
- Community-focused
- Aspiring
- Trustworthy
- Collaborative team player

### JOB DETAILS

- Job Type: Full-time, permanent, Monday to Friday – although some flexibility will be required during events
- Hours of Work: 9am – 5pm (with a 30-minute unpaid lunch break)
- Salary: £35,000 pa
- Place of Work: Unit 8, Acton Park Industrial Estate, London, W3 7QE



## FOOD SOURCING MANAGER - JOB DESCRIPTION

*City Harvest London is an equal opportunities employer and is committed to creating an inclusive and diverse workplace. We believe in treating all employees, volunteers, candidates, and stakeholders with fairness and respect. We value the unique perspectives and experiences that individuals from different backgrounds bring to our organisation, and we strive to foster an environment that promotes equal opportunities for all.*

*We adhere to the Equality Act 2010 and our policy is to be fair and consistent in all aspects of our organisation. Our recruitment and selection processes are designed to select candidates based on their abilities and merits to perform the tasks required. All applications received will be dealt with confidentially and subject to our company's recruitment and selection processes. Employment is subject to satisfactory pre-employment checks and eligibility to live and work in the UK.*

*At City Harvest London, we embrace equality as part of our ways of working because we believe it is the right thing to do for our people, our community, and our success. We do not discriminate in employment based on race, religion, sexual orientation, national origin, political affiliation, disability, age, marital status, medical history, parental status, or genetic information.*