



## MARKET PARTNERSHIPS MANAGER & WAREHOUSE PLANNER

### 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 New Spitalfields Market and at New Covent Garden Market. Our mission is to alleviate food poverty across the capital and reduce food industry waste and its harmful effects on the planet. We currently rescue and deliver enough free food for over 1.2 million meals a month to London communities. We provide a supportive working environment, and opportunities to grow and learn while making a real difference.

### ABOUT THE ROLE

The Market Partnerships Manager & Warehouse Planner will be a member of the central Food Team, reporting into the Fresh Produce Sourcing Manager and will oversee and take responsibility for Market partnerships management at our New Covent Garden Market site, as well as improving warehouse efficiencies, and working in close collaboration with food donors.

The Market Partnerships Manager & Warehouse Planner role is pivotal. The disposal of food that has fallen out of specification for customers is a major expense to market tenants. By creating integrated partnerships with market tenants, City Harvest can reduce business costs, reduce the volume of edible food heading to waste streams and provide valuable nutrition to the community partners we support. In addition, the Market Partnerships Manager & Warehouse Planner will provide support with network planning and development strategies as and when required.

### KEY RESPONSIBILITIES

- Warehouse – all data entry, stock records & inventory, donation trend analysis and forecasting
- Supporting the City Harvest NCGM Operations team in identifying donations, signposting new donors and helping schedule collections
- Market management liaison – work closely with the City Harvest Food Team in order to build close relationships with:
  - Covent Garden Market Association (CMGA) General Manager, Ops Head and the Site Manager
  - Covent Garden Tenants Association (CGTA) – leaders and members, sharing the benefits of a City Harvest partnership in ESG reporting & reducing waste charges
- Market tenant relationships - forming high level relationships with business owners, creating support mechanisms for stock management and regular donation flow to maintain stock volumes and diverse offer to local community partners.
- Mission Kitchen – forming partnerships with businesses who are members of Mission Kitchen to benefit the wider City Harvest needs.



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### ABOUT YOU

- Advanced Food Hygiene training would be a great advantage.
- Experience working in an operational role and managing a number of business areas at mid-level.
- Experience with stock management, systems and processes for inventory throughput would be a bonus.
- Handling multiple and competing priorities and making informed decisions is absolutely essential for this role.
- Strong communication skills with the ability to identify opportunities for collaboration with key stakeholders is a must.

### DESIRED SKILLS & EXPERIENCE

- Experience in a similar role and ideally in the charity sector.
- 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
- Workdays & hours: Monday to Friday, 8am to 4pm (with a 30-minute unpaid lunch break) plus 2-night shifts per calendar month
- Work location: New Covent Garden Market (4 days p/w) and Unit 8, Acton Park Industrial Estate, London, W3 7QE (1 day p/w)
- Salary: £30,000-£35,000 per annum
- Place of Work: primarily New Covent Garden Market (NCGM)
- Application deadline: ASAP - please submit your application to [jobs@cityharvest.org.uk](mailto:jobs@cityharvest.org.uk)



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*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.*