

Position Title: Community Engagement Coordinator

Organisation: Bournemouth Foodbank

Reports to: Partnerships and Fundraising Manager

Job Type: 30 hours/week.

About Bournemouth Foodbank:

Bournemouth Foodbank is a charity dedicated to providing emergency food and support to local people in crisis. We aim to alleviate hunger and poverty while promoting dignity and hope within our community. We are part of The Trussell Trust network of foodbanks, working together to end hunger and poverty in the UK. In order to realise this ambition and maintain a sustainable organisation, we need to grow our annual income to meet an increasing demand for emergency food.

Role Overview:

Through this new organisational role, you'll proactively create and grow fundraising income, reach and support from individuals, local businesses, schools, clubs and community groups and associations within and around Bournemouth.

The Community Engagement Coordinator will play a pivotal role in strengthening our local networks by engaging with schools, churches, supermarkets and other community groups. This individual will be responsible for raising awareness of the foodbank's services, fostering relationships and empowering these groups and organisations to support our cause through volunteering, ambassadorship, and food, financial and in-kind donations.

The role will encompass building further connectivity between the foodbank and more of its local communities, linking grassroots and larger organisations with the foodbank and increasing the connections and opportunities for the charity as well as the people we support.

You'll be at the heart of our local community, bringing our cause to life and building lasting donor relationships. You'll have first-hand experience of fundraising and the capacity to create, craft and deliver compelling funding proposals and appeals that successfully engage and attract donations from new and existing supporters. Your day-to-day work will be varied and will involve networking and liaising with a variety of groups and organisations. We are looking for someone who is self-motivated, supportive and has good communication skills.

Key Responsibilities:

- **Community Outreach:**

- Develop and maintain relationships with local schools, churches, supermarkets and other community groups/organisations.
- Organise and attend community events to promote the foodbank and its mission.
- Deliver presentations and workshops to educate the community about the foodbank's work and how they can get involved.

- **Fundraising and Donations, inc. Individual Giving and Community Fundraising:**

- Organise donation drives and fundraising events in collaboration with community partners that engage, galvanise and raise money from local individuals, businesses, community groups and associations.
- Develop the foodbank's approach to regular and one-off individual giving, including donor cultivation and solicitation, fundraising campaigns, stewardship of donors, and data management and analysis.
- You'll proactively identify, engage and build new fundraising relationships with local businesses, community groups, associations and schools in and around Bournemouth. Alongside this you'll deepen engagement and grow our relationships and partnerships with existing donors and supporters.
- You'll explore and implement ways of promoting Bournemouth Food Bank (both offline and online) to successfully attract an ever-greater number of individual donors making one off or regular monthly donations. You'll ensure donors receive regular stewardship communications that bring the Bournemouth food bank's work and impact to life and that keep individual donors engaged.
- You'll forge strong relationships with colleagues across the wider Trussell Trust network, sharing best practice and learning from other charities across the network. You'll proactively take advantage of any fundraising training and skills development opportunities and engage with any joint fundraising opportunities.
- You'll support the Fundraising and Partnership Manager by identifying grant opportunities and writing compelling funding applications to secure essential resources.

- **Partnership Management:**

- Identify potential new partners and foster existing partnerships.
- Develop and manage partnership agreements to ensure mutual benefit and clear expectations.

- **Schools:**

- **Relationship Building:**
 - Establish and nurture relationships with local schools, including primary, secondary, and higher education institutions.
 - Act as the primary point of contact for schools, ensuring clear and consistent communication.
 - Actively engage with primary and secondary schools to highlight Bournemouth Foodbank and other local support available including, for example: emergency food parcels, community events, support groups, income maximisation and debt advice, water and energy bill support.

- Act as the first and main point of contact for any concerns, compliments or suggestions raised by schools.
 - **Program Development:**
 - Develop and deliver educational workshops, presentations, and materials related to food insecurity, nutrition, and the foodbank's mission.
 - Create engaging and age-appropriate content for students to promote understanding and involvement in foodbank activities.
 - **Event Coordination:**
 - Organise and manage events such as school visits to the foodbank, food drives, fundraising activities, and awareness campaigns.
 - Coordinate logistics, including transportation, volunteer management, and event promotion.
 - **Fundraising and Donations:**
 - Collaborate with schools to organise food drives and fundraising events.
 - Provide schools with resources and support to maximise their contributions to the foodbank.
- **Churches:**
 - **Relationship Building:**
 - Establishing and maintaining strong relationships with local churches and religious organisations.
 - Act as the primary point of contact for churches, ensuring clear and consistent communication.
 - Offer and organise church talks to update them on our work.
 - Distributing our newsletter and up-to-date most-needed stock list, as well as information on the various support we are offering that may be of use to their congregations.
 - **Program Development:**
 - Develop and deliver presentations, workshops, and materials to educate church congregations about food insecurity and the foodbank's mission.
 - Create and implement programs that encourage church participation in foodbank activities.
 - **Event Coordination, Fundraising and Donations:**
 - Organise and manage food drives and permanent collection stations, fundraising events, and awareness campaigns in partnership with churches.
 - Coordinate logistics, including volunteers, event promotion, and on-site management as needed.

- Provide churches with resources and support to maximise their contributions to the foodbank.

- **Supermarkets:**
 - Relationship Building:
 - Develop and maintain strong relationships with local supermarkets and other food retailers.
 - Serve as the primary point of contact for supermarkets, ensuring clear and consistent communication.
 - Collaboration and Partnerships:
 - Work with supermarket management to develop joint initiatives that support the foodbank's mission and benefit the supermarkets' community engagement goals.
 - Working alongside the Warehouse Manager and Volunteer Coordinator in Supermarket Donation Coordination, Event Management and Volunteer Engagement.

- **Other Community Groups, Businesses and Organisations**
 - Notably to include local businesses that have a passion for food.
 - Empowering social and environmental responsibility:
 - Working flexibly and positively with the foodbank and the community they serve.
 - Encouraging long term collaboration.
 - Donation of surplus food.
 - Engagement with small businesses including restaurants to support social canteen takeovers and projects using our kitchen to provide hot meals to clients and specific groups.
 - With similar approach as above for schools and churches, leaving room for unique, mutually beneficial partnership work as appropriate.

- **Reporting and Evaluation:**
 - Monitor, evaluate and report on the success of fundraising initiatives and community engagement activities with schools, churches, supermarkets and others.
 - Prepare regular reports on engagement metrics, donation volumes, event outcomes, and feedback from community partners.

Person Specification:

- You'll have experience of fundraising success with individuals, businesses and/or community fundraising.
- With excellent written and verbal communication and relationship management skills, you will inspire and motivate existing and prospective supporters, providing excellent stewardship and crafting compelling and winning funding proposals and appeals.
- You'll have experience of setting, managing and reporting against fundraising priorities.
- You'll be tenacious and enthusiastic and able to embrace, develop and shape a new role. You'll be well organised, proactive, and a self-starter who is able to self-motivate.
- You'll be able to demonstrate empathy for people from disadvantaged, marginalised or socially-excluded backgrounds.
- Strong organisational skills and the ability to manage multiple projects simultaneously.
- Passion for social justice and an understanding of issues related to food insecurity.
- Ability to build and maintain strong relationships with diverse stakeholders.
- Ability to monitor, evaluate and review with others the progress and development of Bournemouth Foodbank's community engagement programme.
- Ability to work independently and as part of a team.
- Maintain confidentiality and be trustworthy and reliable.
- Flexibility to work occasional evenings and weekends as required.
- This role requires a valid driver's licence and access to a vehicle for visits and events.
- A DBS check will be undertaken for this role.