

Community Project Manager (Coordinator)

Part-time / Flexible Hours – 20 hours a week.

We are looking for an enthusiastic, organised Project Manager/Coordinator to lead our 50+ volunteers and manage community partnerships. This role combines day-to-day co-ordination with project development, making it ideal for someone who enjoys leading people, building relationships and delivering positive changes.

The role is supported by a part time administrator and volunteer team leaders.

Key Responsibilities

Leading Volunteers

- Ensure the volunteers meet the needs of the foodbank's activities; maintain volunteer records and ensure volunteers are trained.
- Organise volunteers for seasonal collections, food drives and events as well as the weekly activities.
- Ensure volunteers are supported and motivated across the foodbank, leveraging volunteer team leaders to help.

Community Partnerships

- Manage the weekly Wetherby and Tadcaster Community Café and Advice Hubs, including volunteers and partner engagement.
- Build partnerships with schools, churches, referral agencies, donors and local organisations.
- Represent the Foodbank at external meetings, forums and community events.

Project Management/coordination

- Chair volunteer meetings and ensure clear communication with all stakeholders.
- Work with trustees to develop new projects that meet community needs
- Attend Trustee Meetings to provide an update on activities and issues to solve
- Oversee social media, newsletters and communications to raise the Foodbank's profile.
- Ensure compliance with safeguarding, Health & Safety and GDPR.

What we're looking for

- A natural leader with strong organisational skills.
- Experience of motivating and co-ordinating people.
- Confident in building partnerships and representing Foodbank's aims and activities externally.
- A proactive communicator who can work independently and as part of a team.
- Passionate about tackling food poverty and supporting the local community.

October 2025