

JOB DESCRIPTION

Position: Chief Executive Officer

Organisation: Renfrewshire Foodbank

Location: Based at the Foodbank's warehouse in Renfrew, with travel across Renfrewshire and occasional travel further afield

Hours: Full time – 35 hours per week

Salary: £50,000 per annum

Reports to: Board of Trustees

Contract: Permanent

About Renfrewshire Foodbank

Renfrewshire Foodbank provides emergency food and practical support to individuals and families experiencing financial hardship across Renfrewshire. An independent local charity, we are part of the Trussell Trust network of foodbanks. Working alongside volunteers, referral partners, and local organisations, we respond to immediate need while also seeking to address the underlying causes of poverty and food insecurity. We are committed to delivering services with dignity, compassion, and respect, and to advocating for change so that foodbanks are no longer needed.

Purpose of the Role

The Chief Executive is responsible for the overall leadership, strategic direction, and operational management of Renfrewshire Foodbank. Working closely with the Board of Trustees, the postholder will ensure the organisation is well-governed, financially sustainable, and delivering high-quality, effective support to people experiencing crisis across Renfrewshire.

Key Responsibilities

Strategic Leadership and Governance

- Lead the development and delivery of the organisation's vision, strategy, and operational plans.
- Work in partnership with the Board of Trustees to support effective governance and compliance.
- Provide clear and timely reports to the Board on performance, finance, risk, and impact.
- Monitor the external environment to ensure the organisation remains responsive to local needs.

Operational Management

- Provide overall leadership and management of the Foodbank's operations.
- Ensure robust policies, procedures, and systems are in place and reviewed regularly.
- Oversee risk management including safeguarding, health and safety, and data protection.

People and Volunteer Leadership

- Provide leadership and oversight of a volunteer workforce of approximately 100 volunteers.
- Provide overall leadership of the organisation's staff team
- Promote a positive, inclusive, and supportive organisational culture.
- Ensure effective recruitment, induction, training, and support for staff and volunteers.
- Promote equality, diversity, and inclusion across the organisation.

Financial Management and Sustainability

- Lead financial planning, budgeting, and forecasting in partnership with the Treasurer and Board.
- Ensure strong financial controls and accountability.
- Oversee fundraising and income generation to support long-term sustainability.
- Ensure all funding and reporting requirements are met.

External Relations, Partnerships and Advocacy

- Act as the public face of Renfrewshire Foodbank.
- Build and maintain strong relationships with funders, partners, and stakeholders.
- Advocate on issues relating to poverty and food insecurity.
- Support communications and public engagement activity.

Person Specification

Essential

- Proven senior leadership experience, ideally within the charity or community sector.
- Experience managing staff, volunteers, and budgets.
- Experience leading organisational change.
- Strong strategic and decision-making skills.
- Excellent communication and interpersonal skills.
- Commitment to tackling poverty and inequality.
- Full driving licence and access to a car.

Desirable

- Experience working with a Board of Trustees.
- Experience of fundraising and income diversification.
- Knowledge of poverty or food insecurity issues.

Additional Information

The role is based at the Foodbank's warehouse in Renfrew. Travel across Renfrewshire will be required, with some travel further afield. Occasional evening or weekend work will be required. The post is subject to a satisfactory PVG check.