



Job vacancy - Operations Manager Stockport Foodbank

Job Title

Operations Manager

Reporting to

Line Manager/ Trustees

Location

Hazel Grove Baptist Church, Station Street, Hazel Grove, Stockport, SK7 4EX

Contract

Full time, 37.5hrs/week, Mon – Fri 9:00am – 5:00pm

Salary: £30,000 - £35,000pa

5 week holiday plus bank holidays

About the Role

We are seeking an experienced and highly organised Operations Manager to lead the day-to-day running of our foodbank network of 7 centres of Stockport Foodbank. This is a key leadership role, ensuring centres operate safely, efficiently, in line with both the vision of Stockport Foodbank and with Trussell guidance, while supporting volunteers, managing stock and logistics, and maintaining strong partnerships.

The role combines hands-on operational delivery with people management, compliance, and external relationship management, and reports regularly to Trustees. Stockport Foodbank is part of Trussell. As a Christian charity, our work is rooted in Christian values, and we are seeking someone who is comfortable working within and upholding this ethos.

Key Responsibilities

Operations & Centres

- Oversee day-to-day operations across all foodbank centres and warehouse.
- Act as the main operational point of contact for centres alongside Administrator
- Work weekly sessions at Tiviot Foodbank Centre and provide cover during staff holidays.

Volunteers & People Management

- Assess and lead volunteer recruitment, coordination, and support.
- Line manage staff team members and oversee rotas, annual leave, and cover.
- Coordinate corporate volunteering and organise the annual volunteers' event.
- Act as Deputy Safeguarding Lead.

Stock, Logistics & Fleet

- Oversee stock management across centres, including ordering, distribution, and annual stocktake.
- Manage supplier relationships, invoices, and liaison with Finance.

- Oversee all Health & Safety requirements/compliance and delivery vehicles compliance (insurance, MOTs)

Partnerships & External Relationships

- Manage/grow relationships with supermarkets, corporate partners and other foodbanks.
- Represent the foodbank externally, including at Trussell meetings, and act as point of contact for the Trussell Regional Manager.

Administration, Systems & Governance

- Provide operational oversight of admin, communications, and IT systems.
- Keep all Foodbank Databases up to date and oversee/manage all mailing communications alongside the Trustees.
- Website content and social media updates.
- Maintain risk assessments, policies, and compliance documentation.
- Handle complaints in line with policy and provide reports to Trustees.

About You

Essential

- Strong operational management experience
- Experience managing staff and/or volunteers
- Excellent organisational and communication skills
- Ability to manage multiple priorities across sites
- Sound understanding of health & safety, safeguarding, and compliance
- Confident IT user

Desirable

- Experience in the voluntary or charitable sector
- Christian values
- Knowledge of foodbank operations or Trussell guidance
- Experience reporting to a Board or Trustees

Why Join Us?

This is an opportunity to play a vital role in supporting people facing food insecurity, working alongside a committed team of staff and volunteers to make a real difference in helping to alleviate food poverty in the local community.

How to Apply

Please apply in writing, by e mail, with full cv to nigel@stockportfoodbank.org.uk

Closing date for applications: Wednesday 18 March 2026

Upon request we will send you a more detailed Job Spec for this Role