

## **Charity Operations Officer**

Stockport Foodbank is looking for an organised, proactive and people-focused Charity Operations Officer to join our team.

### **Help Make a Difference in Your Community!**

This is a varied and rewarding role at the heart of our organisation, helping to ensure our services run smoothly and effectively for the people who rely on us. You'll work closely with volunteers, referral agencies, community partners and colleagues to support the day-to-day operation of the Foodbank.

### **About the Role**

The Charity Operations Officer provides operational and administrative support across a range of activities including:

- Volunteer coordination and support
- Governance, safeguarding and compliance
- Data and reporting administration
- Referral agency and stakeholder engagement
- Community support schemes and projects
- Fundraising and donor administration
- Digital communications and systems support

No two days are the same, making this an excellent opportunity for someone who enjoys variety, readily takes initiative and wants to make a tangible difference.

### **About You**

We're looking for someone who has:

- Excellent organisational and administrative skills
- Strong communication and relationship-building abilities
- Good IT and digital skills

- Experience of working with volunteers, customers or community groups
- A high level of accuracy and attention to detail
- A positive, flexible and collaborative approach

Experience in the charity sector is desirable but not essential.

### **What We Offer**

- Competitive salary
- Employer pension contribution
- 20 days annual leave plus Bank Holidays
- Training and development opportunities
- A supportive and friendly team environment
- The opportunity to play a key role in supporting people facing hardship across Stockport

This post is subject to satisfactory references, right-to-work checks and a DBS check.

### **Interested?**

Contact Stewart Johnson for details of the role and to apply, please send your CV and an email cover letter explaining why you would be a great fit for the role to Stewart Johnson, Operations Manager at [stewart@stockportfoodbank.org.uk](mailto:stewart@stockportfoodbank.org.uk) by Friday 26<sup>th</sup> June 2026.

**Join us in helping ensure that nobody in Stockport has to face hunger alone.**