



## Job Description

Job Title: **Community Partnerships Manager**  
Reporting To: **Head of Community Engagement**  
Salary: **TBC**  
Contract type: **Permanent / Full Time**

### About The Felix Project

The Felix Project is London's biggest food redistribution charity and the largest end-to-end food redistribution charity in Europe.

Our vision is a London where no one goes hungry and good food is never wasted.

We rescue surplus food from businesses, supermarkets, restaurants and farms. This food is nutritious, in-date, and safe and includes a high proportion of fresh vegetables, fruit, meat and fish. If we did not rescue this food, it would be at risk of going to waste. Instead, we deliver it free of charge to London charities, schools, food banks, COVID food hubs and other organisations serving people in need. Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

We are a very ambitious and dynamic young charity and we haven't stopped growing since we were founded in 2016 in memory of Felix Byam Shaw, by his father, entrepreneur Justin Byam Shaw. We recently ran a very high-profile media campaign with the Evening Standard and Independent, raising £10million to feed London. We have celebrity endorsement from Reece James, Phoebe Waller-Bridge and Jack Whitehall, Stephen Fry, James May and many others.

Last year we delivered enough food for 21.1 million meals to help people in need. We have continuing major growth plans for the next 4 years, with a target of delivering enough food for 100 million meals by 2024. Because nearly all the food we receive is donated by the food industry and volunteers, every £1 of expenditure redistributes £10 worth of food.

## Purpose of the Job

The Community Engagement Team is a new team created within The Felix Project. It will focus on the development, delivery and support of the Felix mission that no one goes hungry. The team will grow and support a network of charities, schools, community groups and other key stakeholders involved in the support of vulnerable Londoners. Reporting to the Head of Community Engagement you will explore and develop models that will deliver scalable solutions to build the network's capacity to take food in line with our Supply department's growth targets as we work towards distributing 42,000 tonnes a year by the end of 2023.

You will build strategic partnerships with stakeholders such as local authorities, housing associations, as well as pan-London based VCS organisations to ensure we are at the forefront of any service offering involving food for the vulnerable. Your work will allow us to effectively monitor and evaluate our growth against our strategic objectives including ensuring recipients of our food are compliant as required by relevant legislation and our food partners guidance

## Duties and Accountabilities

1. Contribute toward Felix achieving its network growth targets in line with the objectives for food supply and operational capacity
2. Working with Head of Community Engagement develop and deliver Community Engagement strategy to achieve mission objectives
3. Research, identify, develop key external stakeholders to build strategic partnerships with that will support the Felix mission and network growth
4. Develop, maintain and support our community engagement service throughout an organisation's relationship with The Felix Project
5. Ensure effective on-boarding of new organisations including all relevant compliance checks are undertaken and required data is captured and recorded in a timely and accurate fashion
6. Ensure timely reporting of network growth is communicated to Operation & Food Supply Teams to ensure food and logistics are able to support
7. Regular reporting and measurement against agreed KPIs
8. Proactively engage and collaborate with all teams within Felix to increase impact and quality of service delivery
9. Build collaborative partnerships with organisations across the The Felix Project operation to enhance impact for The Felix Project and the organisation's community, for example introduce & support Employability programmes with The Felix Project People team
10. Proactively engage with development of the community engagement service including use of new technologies, operational models and processes
11. Develop innovative services compliant with all relevant legislation and standard operating procedures including food safety, health and safety, data protection and volunteer policies etc
12. Act as an ambassador for The Felix Project as required

## Person Specification

You will have proven relationship management experience in the charity or commercial sectors and bring a passion for our work and an ability to translate strategy into action. You will be entrepreneurial seeking out solutions to effectively achieve mission objectives whilst delivering maximum social impact and continue to raise the profile of The Felix Project. You have an energetic, positive and can-do approach who is not afraid to roll their sleeves up and get hands-on as the operation requires.

### Essential skills/knowledge relevant to this role

- Successful track record in a relationship management position in charity or commercial sector
- Adept at managing a range of stakeholders from senior management teams to grass roots organisations
- Credible as an external ambassador, equipped with excellent communication and influencing skills
- Proven track record in delivering innovative solutions
- Ability to work effectively to ensure compliance within clearly defined systems and processes
- Hold or be willing to achieve Food Safety Level 3 accreditation within 1 month of taking role
- Good PC skills, particularly Microsoft Office
- Ability and willingness to work in a busy environment
- Ability to work within a team of varied individuals with a positive attitude

### Desirable skills/knowledge relevant to this role

- Full UK Driving Licence (with no more than 6 points) held for at least 1 year – over 21 for insurance purposes
- Committed to reducing food waste and fighting food poverty
- Flexibility in terms of working hours
- Willingness to engage in physical work to support Operational teams as required

## What you'll get in return

You will be working in an upbeat, innovative charity with strong vision, ambition and a fantastic culture and leadership team. The role is field based with use of any of The Felix Project's sites in Deptford, Enfield, Park Royal, Poplar encouraged with very regular travel between all locations as well as off site to meet with partners and external businesses within the M25. The salary is **TBC** per annum (dependant on experience), 25 days annual leave + bank holidays.

Contract Type: Permanent  
Hours: 37.5 hours per week, between 08:30 and 17:00.

## Application procedure

Please send your CV with a covering letter demonstrating your suitability for the role to [recruitment@thefelixproject.org](mailto:recruitment@thefelixproject.org) with 'Community Partnership Manager' in the subject. We are looking for a candidate who can start immediately.

## Recruitment timeline

Applications close: **Wednesday 28<sup>th</sup> April**  
First interviews: **w/c 3<sup>rd</sup> May**  
(if applicable) Second interviews: **w/c 10<sup>th</sup> May**