



Units E1-8 & A36
New Smithfield Market
Manchester, M11 2WJ
Tel: 0161 223 8200
faresharegm.org.uk

17th January 2022

Re: Operations Supervisor (two vacancies)

Thank you for your interest in the above vacancy. Please find attached a job description and person specification and an application form. For more information about us, please see the [EMERGE website](#) and the [FareShare Greater Manchester website](#).

FareShare GM is Manchester's number 1 food redistribution charity and our Operations Supervisors are a core part of the operational team. This role splits its key responsibilities between the Food Allocations and the Warehouse to effectively redistribute surplus food to our Community Food Members. Alongside a commitment to reducing food waste and food poverty, we're looking for someone with a "can do" flexible approach to work, outstanding organisational and admin skills, top notch communication skills, experience of supervising people in a busy operational environment, a good level of IT-literacy, first-rate attention to detail. We support a wide variety of people from different backgrounds, abilities and communities and so the successful candidate will need to demonstrate their commitment to respecting and embracing diversity.

Please complete the application form – it is very important that you show us how your experience matches the essential and desirable qualities outlined in the Knowledge, Skills and Attributes section of the person specification. You may enclose a C.V. if you want to, *however you must be aware that this will not serve as an alternative to completing our application form*. Please email completed forms to recruitment@emergemanchester.co.uk.

The **closing date** for applications is **noon on Monday 31st January 2022**.

Interviews are expected to be arranged to take place in week commencing 7th February 2022.

If you have any queries about the job or the application process, do not hesitate to contact me on 07713 157314 or by email (see above). We look forward to hearing from you.

Yours sincerely,
Sandy Middleton

Sandy Middleton
Interim HR Consultant

