



Employability Programme Manager

Reporting to:	Head of Employability and Volunteering
Salary:	£28,500 pro rata
Hours:	30 hours per week
Terms:	Permanent
Direct Reports:	Employability Programme Facilitator
Location:	Bristol
Closing Date:	3rd February 9am
Interview Date:	w/c 9 th February 2026

About FareShare South West

FareShare South West (FSSW) joins the dots between food waste and hunger, empowering communities to turn an environmental problem into lasting social good. We rescue tonnes of quality surplus food from the industry and share it with charities and schools to bring health, dignity, and routes out of poverty for people across the south west. Our supportive volunteering and employability programmes offer local people the opportunity to thrive. By joining us, you'll be part of an inclusive, friendly team in a small but fast-growing charity that helps fight the injustice of who gets to afford a healthy diet.

FareShare South West is an independent local charity, working in partnership with FareShare UK. By being part of the national FareShare network, we can help rescue more food. By being small and independent, we can remain close to our local partners and people and continuously adapt to meet the needs of local communities. The member charities we share food with transform lives, using food to connect people with other support and routes out of poverty, including children and families, people on low incomes, homeless people, refugees, domestic abuse survivors, people in recovery, older people, and many others.

Purpose of the role

The purpose of this role is to deliver FSSW's FareChance programme, including employability learning and practical logistics sessions alongside support and collaboration with the Employability Programme Facilitator. The FareChance programme currently works with young people aged between 18 - 25 who experience additional barriers to accessing education, training, or employment. The young people are supported to learn new skills, build confidence, and realise their full potential.

FareChance provides a unique combination of two parts: the first is working alongside

other volunteers and staff learning key warehouse and logistics skills, getting firsthand practical experience; the second is tailored employability sessions in small groups with 1-1 specialist support.

The Employability Programme Lead will lead on running the employability workshops. This role will provide 1-1 support for young people where required and provide signposting and referrals to other specialist services. The successful candidate will be passionate about supporting people to thrive and be sensitive to the inequality and power imbalance faced by young people today. They will have experience of supporting young people to achieve their goals and can bring these skills to deliver FareChance. This role will coach as well as co-ordinate the programme whilst supporting the growth of an innovative, supportive, and caring employability pathway for people to overcome barriers and move closer to the future they deserve.

Duties and Responsibilities:

Programme Delivery

- Support the Employability Programme Facilitator to deliver practical warehouse activity sessions
- Working with the Operations team to ensure smooth integration of our participants and the programme into every aspect of the operation.
- Lead in providing tailored programme coaching/mentoring:
 - Set up and monitor an action plan for each participant with realistic goals to overcome barriers they face.
 - Provide advice and guidance, build confidence and support participants with appropriate resources for their next steps (including CV writing and interview skills)
 - Identify project management opportunities and build plans with relevant staff in the wider team.
- Lead on developing and preparing programme resources.
- Identify specific needs and risks, liaising with senior colleagues, create and maintain risk assessments with individuals to ensure safety in the workplace.

Programme Development

- Lead on the recruitment, onboarding and offboarding of participants (currently 18-25-year-olds with possibility of expanding this range) onto the FareChance Programme.
- Work with the Volunteer Team to ensure smooth transitions to and from FareChance to Volunteering where applicable.
- Build a Youth Steering/Co-production group to design, deliver and evaluate the programmes.
- Alongside the Head of Employability and Volunteering, support the development of the strategy for future programmes.

External partnerships and relationship building

- Work with the Head of Employability and Volunteering to develop our network of

statutory, charity and business partnerships to increase referral pathways into and out of the programme.

- Support the fundraising team in providing updates for employability funders
- On occasion, attend events or appointments to support recruitment/represent FSSW
- Build a network of signposting for participants across the programme including local businesses and apprenticeship opportunities.
- Work with the Head of Employability and Volunteering to develop partnerships to offer on-course enrichment opportunities, e.g., away days and mentoring.

Reporting and Administration

- Maintain quality records of all participant information, including interventions with project participants, ensuring that such data is stored within the requirements of the Data Protection Act and FSSW policies and procedures
- Work alongside the Head of Employability and Volunteering around any incidents or safeguarding concerns. Signpost to external agencies where appropriate.
- Work with the fundraising and communications teams on internal and external reporting for FareChance, including gathering quantitative and qualitative data
- Deliver programme data and, in conjunction with the Head of Employability and Volunteering, analyse and feed into future programmes

Person Specification

It is not expected that a successful candidate will necessarily have all the following criteria. FareShare South West is committed to helping individuals develop professionally and personally, and your application is encouraged.

Essential

- Knowledge and experience of delivering 1:1 and group motivational mentoring/coaching.
- Successful experience of supporting people back into work or training, with a strong commitment to advancing equality and diversity.
- Ability to work flexibly, respond positively to project changes and meet challenging targets.
- Excellent interpersonal and listening skills with the ability to influence, motivate and negotiate.
- Good IT skills

Desirable

- Experience of building a programme
- Experience of responding appropriately to challenging behaviours
- Project management experience
- Excellent verbal and written communication skills
- Understanding of safeguarding and GDPR regulations
- Ability to set up and maintain accurate and timely records for monitoring and

evaluating purposes.

- Strong organisational skills including planning, prioritising, and time management.

We welcome applications from people of all backgrounds and lived experiences. As we expand our programmes, we particularly value candidates who bring multicultural perspectives and/or speak additional languages. Skills in languages such as Arabic, Pashto, or Farsi are highly desirable, but not essential. If you share our commitment to inclusion and want to make a positive impact, we'd love to hear from you.

Please send your CV and a covering letter explaining why you would be a good fit for the role to recruitment@faresharesouthwest.org.uk

If you have any questions about the post, please contact Samantha Robinson at recruitment@faresharesouthwest.org.uk

Additional Information

- Role may involve some manual handling; training will be provided.
- Enhanced DBS check required.
- This post is funded by St James's Place Charitable Foundation

