Job Description
Food Sourcing and Logistics Lead

Reporting to: Head of Operations
Responsible for: Relevant Volunteers
Hours: Full-time (37.5 hours)
Contract: Permanent
Terms: 33 days including bank holidays pro rata. After two years' service this increases by 1 day a year up to a maximum of 5 days (pro rata). 1 day volunteering leave per year also available (pro rata)
Starting Salary: £27,318-£29,500

FareShare Cymru

FareShare Cymru is an independent charity and part of the national Felix network of surplus food redistribution charities.

We turn an environmental problem into a social solution. We source quality surplus food – from food retailers, manufacturers, and suppliers – engaging volunteers to redistribute to local charities and community groups that provide meals to support their communities and increase the social impact of surplus food.

This is an exciting opportunity to be instrumental in achieving the next phase of our development.

Circumstances

Hybrid working with time split between our offices in Cardiff and home. The role may require the post holder to travel throughout Wales and attend events out of hours.

Main purpose of the role

The Food Sourcing and Logistics Lead is responsible for leading and developing FareShare Cymru's food sourcing, supply and logistics activities, ensuring a consistent, safe and efficient flow of surplus food to charities and community groups across Wales.

Working closely with Felix, food industry partners and internal teams, the post holder will manage food supply relationships, oversee food allocation and logistics planning, develop local food sourcing opportunities, and drive innovation projects that increase the volume and value of food redistributed.

The role provides expertise across food sourcing, transport and logistics, ensuring strong supplier stewardship, effective stock and distribution management, and delivery of FareShare Cymru's strategic objectives.

Job Responsibilities

Supplier Engagement and Relationship Management

- Identify and develop new food partners across Wales, building strong relationships with retailers, manufacturers, producers and wholesalers.
- Act as the primary point of contact for local and regional food partners, providing excellent customer service and account management.
- Strengthen existing supplier relationships through regular engagement, impact reporting and partnership development.
- Work collaboratively with Felix and Network Partners to maximise food opportunities and share best practice.
- Promote FareShare Cymru's work through representation at meetings, networking events and sector engagement activities.
- Work with the Marketing and Communications Lead to produce case studies and impact reports that demonstrate the social and environmental value of food redistribution.

Food Supply Management and Allocation

- Lead the coordination and management of Wales-generated food offers.
- Monitor food volumes, categories, food quality and supply trends, identifying opportunities and risks.
- Work closely with Operations teams to manage stock levels, warehouse capacity and food movement.
- Develop forecasting and food sourcing plans based on trends and performance data.
- Ensure all incoming food is compliant, operationally manageable and aligned with organisational capacity.
- Support redistribution planning to ensure surplus food reaches charities and community groups efficiently and effectively.
- Ensure food redistribution is in line with strategic and project targets, including the management of the Welsh Government funded Surplus with Purpose Cymru fund.

Food Development and Innovation

- Lead the development of new food sourcing opportunities and surplus food initiatives across Wales.
- Expand and develop projects such as gleaning and other food innovation programmes,
- Work with colleagues to identify and implement new approaches that increase food volumes and reduce waste.
- Undertake research and feasibility work to support strategic food development projects.

Logistics Management

- Coordinate transport solutions for regional food offers, ensuring cost-effective and timely collections.
- Oversee regional food sourcing logistics schedules.
- Liaise with Felix where volumes or logistics requirements necessitate wider network support.
- Potential for line management of relevant staff.

Monitoring, Reporting and Analysis

- Maintain accurate food sourcing, supplier and stock records.
- Produce regular reports using organisational systems, including Power BI, Salesforce and Microsoft Dynamics for the FareShare Cymru team and Network Partners.
- Analyse food supply trends to forecast future opportunities and challenges.
- Monitor performance against key food sourcing and redistribution targets.
- Lead on evaluation and reporting requirements for food-related projects and funders including the Welsh Government funded Surplus with Purpose Cymru Fund

Other Duties

- Carry out any other duties which may be necessary in order to fulfil the post and/or the functioning of FareShare Cymru

Person Specification

Experience:

- Experience in food, logistics, warehousing, FMCG or a comparable operational environment.
- Proven experience of building and managing supplier, customer or partner relationships, ideally involving food and drink businesses.
- Experience of analysing data, monitoring performance and producing reports.
- Experience of working across teams to deliver operational objectives and projects.
- Proven track record of meeting targets and delivering results in a fast-paced environment.
- Experience of giving presentations and representing an organisation externally.
- Experience of working as part of a team supporting and delivering projects to agreed time, cost and quality indicators.
- Experience of the Third sector in Wales and working with volunteers (desirable)

Skills, knowledge and abilities:

- Excellent relationship management, influencing and negotiation skills.
- Ability to analyse data and use insights to support decision-making.
- Strong problem-solving skills and a practical approach to operational challenges.
- Strong organisational skills with the ability to manage competing priorities.
- Excellent communication skills, both written and verbal.
- Ability to motivate and develop staff, volunteers and partners.
- Competent IT skills, including Microsoft Office and reporting systems.
- Knowledge of food supply chains and operational processes.
- Knowledge of food safety, HACCP principles and compliance requirements (desirable).
- Welsh language skills (desirable).

Values and behaviours:

- An understanding of, and sympathy with, FareShare Cymru's mission and strategy

- Flexibility of approach and ability to work within a team
- High degree of motivation, commitment and the ability to use own initiative
- Willingness to work outside of office when required
- Willingness and ability to travel around Wales and possibly the UK on an occasional basis
- A commitment to equal opportunities