**Middlesbrough Foodbank Volunteer Co-ordinator**

**Job description**

**Responsible to**: The Foodbank Project Manager

**Responsible for**: Co-ordinating the training, support and deployment of volunteers in the distribution centres and the depot.

**Salary**: £9.60 an hour

**Part-time post**: - 12-16 hours a week (open to discussion) –flexible across Monday to Friday in order to be able to visit distribution centres when they are open.

12 months initial contract (depending on funding)

**Overall responsibility of the job**: to co-ordinate the recruitment, training and support of volunteers and to work with the foodbank manager and office/warehouse co-ordinator to ensure the day to day smooth running of Foodbank.

**Specific responsibilities:**

***Volunteer co-ordinating:***

* Process volunteer applications including obtaining references. Help with recruitment where needed.
* Provide induction for volunteers – either online (due to Covid-19) or face to face, including issuing a role description, and ensuring each volunteer has understanding of the volunteering, safeguarding, data protection policies, awareness of health and safety and has signed the confidentiality and data protection agreements.
* Liaise with the Foodbank project manager and warehouse/office co-ordinator and the key volunteers in each centre to ensure smooth running of operations and to report any needs or concerns.
* Keep updated records of volunteer details and training (in line with Data Protection).
* Co-ordinate regular safeguarding training for all volunteers and ensure this is documented.
* Help to co-ordinate other training as appropriate through the year, as well as ways of showing appreciation to volunteers (normally an annual thank you event)
* Visit centres periodically to encourage and support key volunteers and other volunteers and ensure training and other needs are identified and met.

***Trussell Trust Compliance:***

* Comply with the terms of the foodbank franchise, including standard operating procedures.
* Maintain good working relationships with Trussell Trust regional staff

***Requirements:***

* Ability to recruit, train, support and co-ordinate volunteers across the foodbank project
* Experience of working or volunteering in an organisation that deploys volunteers
* Able to have a clear Enhanced Disclosure from DBS if required.

***Key skills:***

* Good organisational and communication skills
* Able to keep clear updated records for volunteers
* Ability to work independently and as part of a team
* Honesty and integrity
* Empathy and ability to work with people from disadvantaged, marginalised or socially excluded backgrounds

***Personal attributes:***

* Passionate about addressing poverty, able to demonstrate care and compassion
* A motivated person who is able to take initiative and demonstrate commitment

***Training provided***

*Middlesbrough foodbank is a charity founded on Christian principles. It is important that all staff and volunteers respect the Christian ethos of the project.*