



Middlesbrough Foodbank Volunteer Co-ordinator

Job description

Responsible to: The Foodbank Project Manager

Responsible for: Co-ordinating the training and support and deployment of volunteers in the distribution centres and the depot. Undertaking associated administrative tasks.

Salary: £9.60 an hour

Part-time post: - 12 hours a week; generally 10-2 (at management discretion) –flexible across 3 days per week (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 assist the foodbank manager and office/warehouse co-ordinator when required.

Specific responsibilities:

Volunteer co-ordinating:

- Process volunteer applications at depot and distribution centres 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 work with volunteers in each distribution centre and to report any needs or concerns; respecting the role of the key volunteers in each centre.
- Ensure there is adequate volunteer cover in the distribution centres.
- 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 regularly to encourage and support key volunteers and other volunteers and ensure training and other needs are identified and raised with the project manager.

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 assist in the recruitment and training of volunteers across the foodbank project.
- Having the skills to support volunteers in undertaking their role in the distribution centres.
- Experience of working with volunteers.
- Must have an Enhanced Disclosure from DBS.

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.