



Food Bank Coordinator

Role Profile and Job Description

This is an exciting and challenging opportunity to be involved in the work of the largest independent foodbank in Northumberland.

Wansbeck Valley Food Bank is a local charity set up to help prevent and relieve poverty or financial hardship by providing food for those in need of help in the Wansbeck Valley area of Northumberland.

The Food Bank has been running for just over ten years and in that time has collected and distributed over £1 million worth of food to those in need. Currently we have circa 70 volunteers and operate a delivery service from our Morpeth warehouse and distribution point in Ashington.

Wansbeck Valley Foodbank [WVFB] enjoys widespread community support, recognition from the local authority, statutory agencies, and front-line support agencies.

As part of meeting the increased demands on the Food Bank we are seeking to develop our salaried team in support of coordination and administration of our work in the community. We are seeking a salaried Food Bank Co-ordinator to head up our administration. He/she will work in association with two Administrative Assistants, and other leaders within the team to ensure an efficient response to client needs and the effective operation of the Food Bank. This is a position in a developing charity, which will evolve over time, attracting relevant duties and responsibilities as they arise, and the prospective candidate should be prepared for additions and amendments to this job description. This role will be based at our office and warehouse facility located at Northgate Hospital, Morpeth.

Full time

permanent position: 5 days per week 9 am until 4 pm each day

Salary: £ 25K

Working Location: The main office for the Food Bank is presently at Northgate Hospital Morpeth. Occasional travel may be necessary. Any change to location would be agreed in advance and by negotiation.

Responsible to: The Operations Trustee / Administrative Trustee

Responsible for: Administration Assistants

Purpose of the role: To deliver effective administrative services and provide a focal point for all routine contact between the Food Bank and outside agencies and coordinate daily activities within WVFB.”

Specific Responsibilities:

- Receive and monitor integrity of food requests [including frequency of returning clients] and process accordingly
- Maintain data base records of partner referring agencies, clients, and volunteers.
- Collate and provide management information for Trustees and Operational staff.
- Attend Trustees Meetings assisting in preparation of documents and produce minutes.
- Assist in preparing all documentation for the Annual Meeting including production of the Annual Report.
- Record and process all financial donations
- Ensure publicity is up to date and maintain social media presence and newsletters.
- Track collection boxes.
- Line Manage Administrative Assistant[s].

Requirements:

- Ability to work as part of a team.
- Ability to be flexible and respond to emerging and challenging demands on the Food Bank.
- Adherence to the Food Bank’s operational policies and procedures including privacy and confidentiality policies.
- Undertake relevant training and development activities that are relevant to the role to ensure compliance with legislation, health and safety and safe working practices

Key Skills:

- Good standards of communication – both written and oral, in person and via phone and email.
- Strong interpersonal skills and the understanding to engage with and support volunteers and vulnerable people.
- Good ICT skills including regular use of Windows, email, Internet, word processing, spreadsheet, database, publisher, and presentation software (e.g., Microsoft Office).
- Social Media awareness.
- Ability to deliver, working independently and unsupervised.
- Ability to cope flexibly with multiple tasks and demands.

Personal Attributes:

- Ability to undertake several tasks at the same time to achieve the required deadlines.
- Honesty and integrity.
- Value all the people who come into contact with or work in WVFB.

Holidays:

28 days plus English Bank Holidays. It will be mandatory for some of the holiday entitlement to be taken during closures of your place of work.

Disputes Reconciliation:

WVFB Trustees

Timetable:

- Closing date for application: 25th June 2023
- Selected applicants will be invited for interview.
- Subject to satisfactory interview and references an offer of appointment will be made to the chosen candidate.

Submit application and email address for further correspondence to
recruit@wansbeckvalleyfoodbank.org

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