**Redbridge Foodbank Volunteer Coordinator**

**Job Description**

**Job Title** Volunteer Coordinator

**Reports to:** Project Manager

**Responsible for:** Volunteers

**Hours:** 21 hours per week (some flexibility required)

**Salary:** £16,200 (£27,000 fte)

**About Redbridge Foodbank:**

Redbridge foodbank is a Christian organisation dedicated to the prevention or relief of poverty in Redbridge and surrounding areas, primarily by the provision of food but also includes related additional services, assistance and support for individuals and families in crisis.

**Purpose of this role:**

To deliver our Foodbank Volunteer Challenge (FVC) project – recruit, train, engage and supervise volunteers – to ensure they are managed effectively to deliver quality support and enjoy their volunteer experience i.e. gain skills and experience from it.

**Duties and responsibilities:**

* Oversee the administration, operation and evaluation of our FVC project, recording key outputs and outcomes
* Management of volunteers including recruitment, training, engagement and supervision. Regular tasks will involve managing the volunteer rota and administering volunteer expenses
* Budget management and reporting back to the Project Manager and Board / Steering Group
* Maintain volunteer records, take up references and DBS checks. Ensure volunteers work following best practice guidelines, in line with the governance and safeguarding principles of Redbridge Foodbank
* Take an active role in the ongoing development and delivery of volunteer policies and evaluation, including taking responsibility for volunteer welfare and safety
* Organise training to meet volunteer needs including food safety, first aid and fire marshal training and identify opportunities to develop the volunteer training programme
* Arrange volunteer appreciation activities and events to celebrate achievements of the team
* Undertake a range of communications pertinent to the role including responding to volunteer enquiries and applications in a timely manner
* Organise regular feedback sessions and share updates across the organisation. Monitoring and evaluating activities and writing reports for funders and trustees as required

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**Person Specification**

**Essential**

Proven experience of managing or supervising staff or volunteers or experience of leading teams

Proven experience of working with people who require support

**Skills, abilities and attitudes**

* Excellent interpersonal skills and the ability to communicate effectively to people with diverse needs
* Excellent organisational skills including an attention to detail, an ability to prioritise and meet deadlines
* Able to motivate and develop people through positive approaches
* IT literacy, in particular of using Microsoft applications (Excel, Word, PowerPoint)
* Ability to develop and deliver training as required
* Sound numeracy skills
* A commitment to Equal Opportunities and inclusivity
* Willingness to work flexibly including evenings and occasional weekends (e.g. events)
* To subscribe/or be sympathetic to the ethos, vision and mission of the organisation

**Desirable**

**Experience, skills and abilities**

* Working with disadvantaged/vulnerable adults or young people
* Risk management experience
* Full clean driving licence
* An understanding of Food Safety and Health & Safety legislation