



## **Redbridge Foodbank Admin Officer Job Description**

<b>Job Title</b>	Administrative Officer
<b>Reports to:</b>	Volunteer Coordinator
<b>Responsible for:</b>	Volunteers
<b>Hours:</b>	14 hours per week (some flexibility required)
<b>Salary:</b>	£8,044.00 (£20,111 fte)

### **About Redbridge Foodbank:**

We do not think anyone in our community should have to face going hungry. That is why we provide support and food parcels of nutritionally balanced food to local people in crisis. We are part of a nationwide network of foodbanks, supported by The Trussell Trust, working to combat poverty and hunger across the UK.

We are a Christian organisation motivated by Jesus' teaching on poverty and injustice. We operate according to Christian principles of compassion, honesty, integrity, openness, kindness and care of all people, regardless of backgrounds or beliefs. Whilst we are a Christian organisation, we serve people of all faith groups and beliefs or none. We are passionate about inclusion and being non-judgemental is central to what we do; we believe that everyone has the right to food on their plate and hope for the future.

### **Purpose of this role:**

To support all Foodbank Volunteer Challenge (FVC) project activities, conduct all project admin and lead on measurement, communicating with service users and volunteers to show the effect of their input.

### **Job brief:**

The successful Administrative Officer will act as a point of contact for volunteers, providing administrative support and managing their queries. Main duties include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organising FVC records. If you have previous experience as an Office Administrator or similar administrative role, we'd like to meet you. Our ideal candidate also has working knowledge of office equipment and office management tools.

Ultimately, you should be able to ensure our administrative activities run smoothly on a daily and long-term basis.



### **Duties and responsibilities:**

- Manage office supplies stock and place orders
- Prepare regular reports on FVC expenses and budgets
- Maintain and update FVC databases
- Organize a filing system for important and confidential FVC documents
- Answer internal and external queries
- Update office policies as needed
- Maintain a FVC calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

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## **Person Specification**

### **Essential**

Proven work experience as an Administrative Officer, Administrator or similar role

### **Skills, abilities and attitudes**

- Solid knowledge of office procedures
- Experience with office management software specifically MS Office packages
- Strong organisation skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Attention to detail
- 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

- Additional qualifications in Office Administration are a plus
- Working with disadvantaged/vulnerable adults or young people
- Risk management experience
- Full clean driving licence
- An understanding of Food Safety and Health & Safety legislation

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## How to apply

For more information or to apply please email [info@redbridgefoodbank.org](mailto:info@redbridgefoodbank.org)

Please provide a CV and covering note outlining how you meet the role description, any connections to Redbridge Foodbank or the local community you may have, and why you want the role. We are an open and inclusive community and welcome applications from people of all backgrounds.

Deadline: 23:59, Friday 28 January 2022.

