



Food Collections Coordinator-General & Business (Volunteer Position)

Overview of the Role:

To support the Foodbank Manager in overseeing food collections and to assist with developing local business relationships to facilitate the smooth flow of food donations, maximising fundraising/volunteering opportunities and raising the Foodbank's profile. The Food Collections Coordinator – General and Business (FCC) will form part of a team of 4 - consisting of the existing coordinators for schools and churches and a newly appointed Supermarket Collections Coordinator. Work will be undertaken in volunteer's own time but daytime availability for occasional meetings would be useful. The FCC will serve on the Foodbank's Committee, although they may not be required to attend every meeting if the other collection coordinators are available to attend. The FCC will work closely with the Warehouse Manager to create a monthly shopping list of required items and share that with committee members and business partners.

Requirements:

Suitable for any volunteer, new or existing. Useful skills include computer literacy, e.g. excel, word processing and email, and must be comfortable arranging and attending meetings with Business partners, minuting actions and assisting the Foodbank Mgr in developing these relationships. Must be an excellent team player with good interpersonal skills. Familiarity with Twitter would be useful and also Drop Box to allow for collaborative working.

Time Commitment:

Working closely with the Foodbank Mgr, allow a min 2-4 hrs/week with the potential for more involvement around seasonal peaks such as Harvest and Christmas.

What is Stratford upon Avon Foodbank?

We are an independent charity helping local people in crisis. This is done by providing food parcels to clients referred by partner agencies, and providing information to help clients improve their situation. The Foodbank is part of the Trussell Trust's network of 400+ foodbanks, and benefits from operational guidance provided by the Trust. We feed an average 100+ people a month of which 20% are children. The distribution sessions and warehousing takes place at the Foodbank's cabin on the carpark at the Tesco's Maybird store.

How to Apply

Email Marion Homer Foodbank Mgr. on info@stratforduponavon.foodbank.org.uk stating reasons for suitability by **Wed 25th Jan**. In the case of more than one suitable application informal interviews are provisionally planned for **Thurs 2nd Feb**. For more information please read volunteer task description below and/or email info@stratforduponavon.foodbank.org.uk or call 07736 611323. Information on Stratford Foodbank can be found at <https://stratforduponavon.foodbank.org.uk/>

IMPORTANT NOTES:

This role description below reflects the hopes and intentions of the organisation and is not intended to be contractually binding on either party, or to form a contract of employment. Please note that Stratford upon Avon Foodbank is Christian organisation and welcomes volunteers of all faiths and none.

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Immediate Objectives for the FCC might include:

- Developing a list of local business supporters (work has already started on this)
- Identify one named person within each business partner to be the key point of contact
- To manage a Foodbank Food Collections email address
- To create a monthly 'shopping list' to share with committee and local businesses
- To communicate with local businesses about specific Foodbank shortages and needs, eg food, cardboard boxes, materials to support with training, transport, equipment etc
- To assist in creating/reviewing material communicating where Foodbank collections points are and the access arrangements; eg at Tesco's, Waitrose, Morrison's, Holy Trinity Church, other local churches
- To offer specific sponsorship opportunities to local businesses eg leaflet racking in the distribution cabin
- To set up new food collection points eg Elizabeth House, Stratford District Council
- As required, and with support from the FB Manager to set up volunteer rotas to transport food from new food collection points to the warehouse
- To maintain a monthly register of 'Gifts in Kind' ie donations of materials and volunteer time provided by local businesses
- To investigate how links with the 'Supporting Stratford Group' can be maximised
<http://www.supportingstratford.co.uk/Default.aspx?site=SupportingStratford>
- To investigate how links with Stratford Business Forum can be developed
<http://www.stratford-business-forum.co.uk/>
- To investigate how links with other local charities and charitable organisations can be developed to maximise volunteering and fundraising activities eg
 - Rotary <https://www.rotary-ribi.org/clubs/homepage.php?ClubID=392>
 - Round Table <https://alcester.roundtable.co.uk/>
 - WI Lite <http://www.wilite.co.uk/>
 - Shakespeare's Lions Club <http://e-clubhouse.org/sites/shakespeare/>
- Investigate speaking opportunities with a view to raising our profile and fundraising
- To consider how food collection points could also generate cash donations
- To ensure all local businesses are thanked appropriately for their assistance
- To develop corporate leaflets/posters using Trussell Trust templates
- Approach Local businesses to see if they would keep a collecting tin to support the foodbank
- To attend 6 weekly committee meetings (usually on a Thursday 4pm) and report on activity in this area, eg
 - number of businesses donating
 - weight of food donated
 - approximate value of 'goods in kind' provided
 - Any other relevant information