



Foodbank Newsletter Designer and Editor

Overview of the Role:

To support the Foodbank Manager in the production of a monthly newsletter to keep volunteers and supporters up to date with news and developments. Ideally this newsletter will be produced using Mail Chimp. Will work in partnership with the Foodbank Manager to produce a 2 – 4pp newsletter which will be distributed mainly by email. The newsletter will be sent to all volunteers, donors and supporters, in time we may develop specific newsletters for different target audiences.

Requirements:

Suitable for any volunteer, new or existing. Useful skills include computer literacy (email, word processing etc) and knowledge of Mail Chimp. PR experience or design skills would also be beneficial. In time printed versions of the newsletter may be needed so confidence in dealing with printers will be useful. Familiarity with social media and its integration into electronic newsletters would be helpful and also Drop Box to allow for collaborative working.

Time Commitment:

Working closely with the Foodbank Manager, allow a minimum 2 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 Manager 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 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 a Christian organisation and welcomes volunteers of all faiths and none.

