



Volunteer Coordinator Vacancy (Volunteer Position)

Overview of the Role:

Work to be undertaken in own time but some daytime availability for occasional meetings would be useful. The Volunteer Coordinator will also serve on the Foodbank's Committee; typically meeting on a Thursday at 4pm every 6 weeks. Foodbank volunteers carry out a wide variety tasks including warehouse work, supermarket food collections, driving, serving clients at distribution sessions, PR, etc etc. The Volunteer Coordinator will assist in recruiting and managing a list of volunteers and allocating tasks as required. The Foodbank already has a volunteer who processes applications, checks references and produces a monthly rota for food distribution sessions. However, the Foodbank is looking to further develop its volunteer coordination so additional support is required.

Requirements:

This position would be suitable for any volunteer, new or existing. Useful skills include computer literacy, e.g. being comfortable with excel, word processing and email. Other non-essential skills include experience in setting up databases, using Survey Monkey, Social Media, the use of Drop Box (to allow for collaborative working) and some HR knowledge. The volunteer will need to be an excellent team player with good interpersonal skills and able to deal confidently and calmly with a wide variety of people, face to face, by phone and by email.

Time Commitment:

Working closely with the Foodbank Manager, the volunteer should allow at least 2 – 4 hours a week (initially) to get this area of operation properly organised.

What is Stratford upon Avon Foodbank?

Stratford upon Avon Foodbank is an independent charity set up to help local people in crisis. This is done by providing food parcels to clients referred by partner agencies, and by providing information to help clients improve their situation. The Foodbank is part of the Trussell Trust's nationwide network of 400+ Foodbanks, and the charity benefits from operational guidance provided by the Trust. Stratford's Foodbank feeds an average 100+ people a month of which 20% are children. The distribution sessions and warehousing of food takes place at the Foodbank's cabin situated 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.

Volunteer Coordinator- Task Description

Immediate Objectives for the Volunteer Coordinator might include

- Profiling current volunteers and recording information such as:
 - Availability
 - Skills/expertise; eg driving, working with young people, trustee experience, digital media, marketing, event management, fundraising
 - Interest in a specific area of Foodbank work
 - Record of health issues and contact numbers in the event of an emergency
 - List segmentation to facilitate the setting up of rotas eg: Foodbank Phone rota
- Key Safe/Code – record who has access to the code and communicate changes
- To manage and monitor the Foodbank's Volunteer Gmail account eg:
 - Respond to enquiries about volunteering
 - To manage a volunteer holding list keeping in touch with potential new volunteers whilst a suitable volunteering opportunity is found
- Assisting the Foodbank Manager with Volunteer Training eg
 - Keeping a record of training received and training required by volunteers
 - Monitor training resources available to the Foodbank eg safeguarding training
 - Supporting the Foodbank Mgr. in planning and running volunteer training days
- Attending a 6 weekly Committee Meeting and reporting on:
 - Number of people actively volunteering
 - Number of volunteers on the holding list
 - Volunteer Training undertaken
 - Volunteer vacancies or need for recruitment
 - Training Opportunities available to the Foodbank
 - Volunteers standing down and reasons why
 - Any other relevant information
- Updating 'Volunteer Handbook' & 'Application Form' (using Trussell Trust Templates)
- Creating 'New Starter' & 'Health & Safety' checklist (using Trust Templates)
- Working with Warehouse Coordinator and Front Line Coordinator/Team leaders to ensure new recruits undertake induction training/familiarisation
- Maintaining a contact list for all Committee Members, Trustees, Team Leaders and other regular volunteers

Medium Term Objectives for the Volunteer Coordinator might include

- To look at how the Foodbank can offer assisted volunteering
- Investigate opportunities for young people to volunteer eg Duke of Edinburgh Awards
- Recognition of Volunteer Long Service (pin badges?), birthdays, anniversaries etc.
- Supporting Foodbank Manager in organising volunteer events eg. Summer tea parties, quizzes, a Christmas Carol Service,
- As appropriate conducting informal exit interviews for volunteers standing down
- Monitoring volunteer hours to ensure no one volunteer routinely provides more than the equivalent of 2 days a week (nb exceptions may occur at Harvest and Christmas Time)
- Setting up signing in and out sheets at the start and end of each shift and working with W/H Coordinator and F/L Coordinator/Team leaders team leaders to implement these
- Assisting with the creation of volunteer recruitment posters (using Trust Templates)
- Consider the development of a volunteer coordination team if work load requires extra resource
- Developing network of organisations to assist with recruitment eg VASA, CAB etc etc
- Develop corporate volunteering opportunities