



## Supermarkets Collection Coordinator - Volunteer Position

### **Overview:**

We are looking for a volunteer help manage and develop relations with local supermarkets to facilitate the smooth flow of food donations, maximise fundraising/volunteering opportunities and raise the Foodbank's profile. The Supermarkets Collections Coordinator (SCC) will form part of a team of 4 collections coordinators which also includes volunteers taking care of churches, businesses, and schools. Work will be undertaken in the volunteers own time but some daytime availability for occasional meetings would be useful. The SCC will serve on the Foodbank's Committee, (which usually meets every 6-8 weeks on a Thursday at 4pm), and ideally prepare a very brief written report on supermarket activities ahead of that meeting. The SCC will also work closely with our existing supermarkets rota coordinator who manages a rota of volunteers collecting food donations from a variety of supermarkets across the area.

### **Time Commitment:**

Working closely with the Foodbank Mgr., allow a min 2-6 hrs/week with the potential for more involvement around supermarket collection dates if convenient. Some daytime availability is useful.

### **Requirements:**

Suitable for any volunteer, new or existing. Useful skills include:

- computer literacy, e.g. excel, word processing and Gmail
- communications skills and a willingness to use the phone
- must be comfortable arranging and attending meetings with supermarket partners, minuting actions and assisting the Foodbank Mgr. in developing supermarket relationships
- Knowledge or willingness to learn 'Drop Box' to allow for collaborative working would be helpful.
- Must be an excellent team player with good interpersonal skills.

The Foodbank holds regular food collections at the Maybird Tesco and workload increases around these events e.g. managing volunteer rotas and associated promotions. However, support will be provided by the Mgr. and other committee members and dates agreed in advance.

The above are NOT essential requirements and applications are welcome from any keen volunteer.

### **Possible areas of work for this volunteer role:**

- Developing relations with Waitrose to ensure the Foodbank is maximising this relationship potential
- To ensure supermarkets are aware of the monthly shopping list requirements
- To assist the Foodbank Manager in promoting the collection baskets at our supermarket collection points via poster creation, thank you letters to the stores, organising photo opportunities etc etc
- To assist the Foodbank Mgr with the Planning and running of future food collections, tasks may include supporting the Foodbank Mgr with
  - Creating volunteer rotas
  - Assist with the creation of pre and post event PR
  - Contacting local dignitaries to ensure engagement in the collection
  - Thanking all volunteers participating in supermarket collections providing details of total weight collected
- To put up posters at the supermarket collection baskets when specific food items are running low and liaise with supermarket contacts accordingly
- To ensure all supermarkets are thanked appropriately for their assistance with food collections
- To investigate supermarket fundraising opportunities - eg the charity tokens at Tesco and Waitrose, and partnership with the Co-op
- To provide information to the supermarket on the amount of food donated through their collection baskets

- To investigate fundraising opportunities at supermarkets eg bag packing, situating charity donation tins at check outs
- Investigating opportunities with the Coop, Tesco Express, Aldi, Sainsbury's Local, Asda, One Stop, M&S, B&M and other appropriate stores
- To consider how the Foodbank could benefit from the Tesco Fare Share Initiative of distributing unsold fresh food
- To consider how else supermarket relationships could assist the foodbank eg provision of meeting spaces, volunteers, transport, temporary warehousing, drivers supply for carrier bags etc etc

### **What is Stratford upon Avon Foodbank?**

Stratford Foodbank is an independent charity helping local people in crisis. This is done by providing food parcels to people referred by partner referral agencies, and providing 'signposting' information to those visiting the Foodbank to help improve their situation. Stratford Foodbank is part of the Trussell Trust's network of 400+ foodbanks, and benefits from operational guidance provided by the Trust. In 2019 an average 250 food parcels a month are being distributed. Distribution sessions and warehousing operates from the Foodbank's cabin on the carpark at Tesco's Birmingham Road store. Currently largely funded by Stratford's Town Trust, the Foodbank has a board of Trustees to guide its work and benefits from a Foodbank Manager employed five days a week to work with volunteers and oversee the operation.

### **What's in it for me?**

By volunteering with Stratford Foodbank, you will have the opportunity to make new friends, use your skills and learn new ones, and to have new experiences. Your efforts will make a huge difference to those in our local area who are struggling and need support to work themselves through their crisis situation. Whilst no one wishes the Foodbank should exist, you will find the friendship and camaraderie amongst our team of volunteers immensely rewarding.

### **How to Apply**

If you are interested please email Marion Homer (the Foodbank Manager) on [volunteer.suafoodbank@gmail.com](mailto:volunteer.suafoodbank@gmail.com) stating reasons for suitability. Screening interviews may be held, and all applicants will need to provide the names of two referees.

### **IMPORTANT NOTES:**

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

### **For more information**

Please read the task description above - should you have any further questions please email Marion Homer the Foodbank Manager on [volunteer.suafoodbank@gmail.com](mailto:volunteer.suafoodbank@gmail.com) or call on 07736 611323 for more information.