



## Food Share Coordinator – Volunteer role

### Overview

Stratford foodbank are looking for a volunteer to assist their (volunteer) warehouse manager to monitor and manage stock levels in the warehouse in the role of 'Food Share Coordinator'.

Food donations to the Foodbank are largely made by the public, either individually or through schools, churches, businesses and local groups and organisations. The warehouse needs to hold a balanced range of food to ensure that the parcels distributed meet nutritional guidelines laid down by the Trussell Trust. This can be challenging, as the warehouse is small and constant vigilance is required to spot gaps and identify overstocks. If there are overstocks of a particular food type that can mean there is not space in the warehouse for the full range. On occasions the reverse can be true, ie the Foodbank runs short of items and needs to find a way to get these items in. The Food Share coordinator assists with this situation by being the main point of contact between the Foodbank and a number of organisations across the region that support those in crisis through food distribution.

### Time Commitment:

A minimum of 8 hours a month, although this may vary. During the months of September – January this role can be very busy as the Foodbank manages the generous donations made during Harvest and Christmas time. This volunteer work can be undertaken from home and at a time suitable for the volunteer. However, it will require occasional visits to the warehouse, at mutually convenient times, to meet with the warehouse manager and Foodbank manager to discuss the work.

### Who would this role suit?

Suitable for any new or existing volunteer, previous experience of the warehouse is helpful but not essential. Must be completely comfortable with email, social media, spread sheets etc and have access to a computer and phone.

### What is Stratford upon Avon Foodbank?

We are an independent charity helping local people in crisis. We do this by providing food parcels to clients referred to us by partner agencies, and providing 'signposting' 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 distribute an average 180+ parcels a month of which 25%+ are for children. Distribution sessions and warehousing happens at our cabin on the carpark of the Birmingham Road Tesco. We are largely funded by Stratford's Town Trust, have a board of Trustees to guide our work and benefit from a Foodbank Manager who is employed two days a week to oversee our operation.

### How to Apply

Email [volunteer.suafoodbank@gmail.com](mailto:volunteer.suafoodbank@gmail.com) stating reasons for suitability. In the event of a number of suitable applications, informal interviews may be used to assist selection. Applicants will need to supply details of 2 referees. For further information please email [volunteer.suafoodbank@gmail.com](mailto:volunteer.suafoodbank@gmail.com) or call our Foodbank Manager Marion Homer on 07736 611323. Information on Stratford Foodbank can be found at <https://stratforduponavon.foodbank.org.uk/>. please apply by **Friday 5<sup>th</sup> October**.

## **IMPORTANT NOTES:**

This volunteer role description reflects the hopes and intentions of the organisation but 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.

## **Key Tasks and Attributes**

- Access to email and phone
- Confident with dealing with a wide range of people by email and telephone
- Responsive, good communication skills
- To monitor twice a week the Food Share email account and keep contact details up to date
- Happy working as a team that relies on email/text as a key method of communication
- Regular liaison with the warehouse manager (volunteer) and Foodbank Manager
- Maintaining a list of food share partners
- Liaising with the warehouse manager to ensure food is boxed up to share with other organisations as required
- Liaison with the Foodbank's volunteer drivers to ensure food is delivered/collected from food share partners
- Posting on social media our 'most wanted items''
- Working with the warehouse manager to produce a 'most wanted' list and sharing that with the wider Foodbank team

## **NB**

- This is a coordination role and does not require the coordinator to do any driving or boxing up themselves unless they wish to.
- A hand over session will be arranged between the previous Food Share coordinator
- It can be helpful if the Food Share Coordinator attends at least one warehousing session to get an understanding of the how the warehouse works.

ends