

**Chichester District foodbank**

21 Orchard Street

Chichester

West Sussex

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www.chichesterdistrict.foodbank.org.uk

**Operations Coordinator**

**JOB DESCRIPTION:**

**Responsible to:** Operations manager

**Salary:** £21,083.40 (£26.355 FT equivalent)

**Hours:** Part-time, 30 hours per week

**Contract type:** Permanent

**Travel:** This role will involve some travel around the district. Use of a car is desirable. Travel expenses will be paid.

**Overall responsibility of the job:** As the Operations Coordinator, you will be responsible for the smooth running of the foodbank centres across the North of Chichester District, in Midhurst and Petworth. You will support the volunteers, coordinate activities, raise funds, give presentations and be the main point of contact.

**Background**

Chichester District Foodbank was founded in 2012 and has four foodbanks in Chichester, Midhurst, Petworth and Selsey. We are part of the Trussell Trust network providing emergency food and support for people locked in poverty and campaign for change to end the need for foodbanks. Chichester District Foodbank is committed to working alongside people struggling against poverty which results in food insecurity, to learn from and be shaped by their knowledge and experience.

**Responsibilities**

As the Operations Coordinator you will be responsible for the smooth running of the foodbank centres in Midhurst and Petworth.

The postholder will do this by:

* Lead the recruitment, induction and training of new volunteers.
* In liaison with the Operations Manager organise ongoing training for volunteers including manual handling, safeguarding and the ongoing support of clients.
* Ensure the foodbank centres (including warehouse and stockroom) are organized correctly, maintain standards and run efficiently according to Trussell Trust policies and Procedures.
* Maintain effective communication with referral agencies local to Midhurst and Petworth.
* In liaison with the Operations Manager/CEO develop effective relationships with schools, churches, local community groups and businesses.
* Support local events.
* To meet running costs, actively raise funds in Petworth and Midhurst.

**PERSON SPECIFICATION:**

**Personal qualities**

Preference will be given to someone who has worked or volunteered in a Trussell Trust foodbank.

The postholder will:

* Be a good manager of people.
* Be able to work unsupervised and under pressure.
* Have excellent communication skills.
* Be organised and self-motivated.
* Be able to engage with people through phone, text, WhatsApp, email etc.
* Be willing to develop their own skills through various learning and development opportunities.
* Show commitment to tackling poverty and reducing the need for Foodbanks.
* Be flexible and able to work outside of normal working hours.
* Have use of a car (desirable).

There are many pressures and challenges working for a foodbank so this role will suit someone who thrives in a pressured environment.

**BENEFITS OF WORKING WITH US:**

People are the most important asset that Chichester District Foodbank has – without our people we could not achieve any of our goals.

**Personal development program**Continuous personal development is actively encouraged and training opportunities explored.

**Pension**The charity contributes 5% of an employee’s annual salary to a pension scheme. Staff contribute 3% of their annual salary.

**Holiday entitlement**
Pro-rated holiday of the full-time allowance of 25 days plus bank holidays. You will be gifted extra days to cover the Christmas week.

**Commitment to safeguarding**
Chichester District Foodbank takes the safety of everyone within the charity very seriously and expects that everyone will work within Chichester District Foodbank’s safeguarding policy.

**TO APPLY**

If you are interested in this position, please send a CV and covering letter showing how you meet the job spec and submit to Joanne Kondabeka at **joanne@chichesterdistrict.foodbank.org.uk**or by post at 21 Orchard Street, Chichester, PO19 1DD. Interviews will be conducted on 30th April. Closing date, midnight on 21st April 2024. **For more information and an informal chat please contact Joanne Kondabeka on 01243 773687 ex2000 or** **joanne@chichesterdistrict.foodbank.org.uk**