

## **Job Description – FareShare Sussex Volunteer Coordinator**

<b>Job Title:</b>	Volunteer Coordinator
<b>Reports to:</b>	FareShare Sussex Development Manager
<b>Responsible for:</b>	Volunteers
<b>Location:</b>	Moulsecoomb, Brighton
<b>Hours:</b>	30 hours per week (some flexibility required)
<b>Salary:</b>	£14,400 (£18,000 FTE)

### **About FareShare Sussex**

FareShare is a national charity fighting food poverty and tackling food waste by redistributing surplus from the food industry to community groups and charities across the UK. Based in Moulsecoomb, Brighton, FareShare Sussex is one of 20 Regional Centres that operate locally to ensure food that would otherwise go to waste is being used positively to support people that need it most. It currently delivers over 40 tonnes of food a week to over 80 service providers and charities including homeless shelters, food banks, children's centres and lunch clubs. In addition it supports disadvantaged adults through its volunteer programme.

City Gate Community Projects (registered charity 1093245) is the delivery partner and franchise holder for FareShare Sussex.

### **Main purpose of this role**

This is an exciting opportunity to coordinate and shape our volunteer programme. With over 70 regular volunteers per week, the safety, development and wellbeing of our volunteers is critical to the successful running of our operation. The role will be split approximately 50:50 between warehouse and office-based duties.

### **Duties and responsibilities**

- Oversee the administration, operation and evaluation of our volunteering programme, recording key outputs and outcomes and make continuous improvements as necessary.
- Management of volunteers including recruitment, training, progress plans and disciplinary procedures. On a day-to-day basis this will involve supervising volunteer tasks in the warehouse, providing basic training, managing the volunteer rota and administering volunteer expenses.
- Take an active role in the ongoing development and delivery of volunteer policies and evaluation, including taking responsibility for volunteer welfare and safety.
- Provide regular support to the warehouse team with preparing food deliveries, stock checks and sorting/recording goods received. To manage the warehouse operation at times of staff absence.
- To organise training to meet volunteer needs including food safety, first aid and forklift training and identify opportunities to develop the volunteer training programme resulting in clear pathways to employment.

- To work with partner organisations and placement providers such as Access to Work and the Sussex Probation Service to take on and track progress of individuals on warehouse placements.
- To arrange volunteer thank-you activities and events to celebrate achievements of the team.
- Work with colleagues to explore funding opportunities to support the development of the volunteering programme.
- Undertake a range of communications pertinent to the role including responding to volunteer enquiries and applications in a timely manner.

## **Person Specification**

### **Essential**

#### **Experience**

- Experience of managing or supervising staff or volunteers or experience of leading teams.
- Experience of working with people who require support.

#### **Skills, abilities and attitudes**

- Excellent interpersonal skills and the ability to communicate effectively to people with diverse needs.
- Excellent organisational skills including an attention to detail, an ability to prioritise and meet deadlines.
- Able to motivate and develop people through positive approaches.
- IT literacy, in particular of using Microsoft applications (Excel, Word).
- Sound numeracy skills.
- A commitment to Equal Opportunities and inclusivity.
- Willingness to work flexibly including evenings and occasional weekends (e.g events).
- To subscribe to the ethos, vision and mission of the organisation, taking individual and collective professional responsibility for championing FareShare's agenda and proactively implementing initiatives that secure City Gate Community Project's mission.

### **Desirable**

#### **Experience, skills and abilities**

- Working with disadvantaged or vulnerable adults
- Working in logistics or a warehouse environment
- Risk management experience
- Delivering training sessions
- Full clean driving licence
- Experience of driving a van or delivery vehicles
- An understanding of Food Safety and Health & Safety legislation