


Lichfield foodbank Volunteer Role Outline

	<p style="text-align: right;">Lichfield foodbank c/o Wade Street Church Wade Street Lichfield WS13 6HL</p> <p>Tel: 01543 253003 (1000-1200 weekdays) Email: info@lichfield.foodbank.org.uk Website: www.lichfield.foodbank.org.uk</p>
<p>Role Title:</p>	<p>EXECUTIVE WORKING GROUP (EWG) CHAIR 2022</p>
<p>Role Purpose:</p>	<p>Lead the Executive Working Group in ensuring that Lichfield foodbank fulfils its strategic aims and objectives in the most efficient way</p>
<p>Reporting to:</p>	<p>Chair of Foodbank Trustees Works in close partnership with the EXECUTIVE WORKING GROUP (EWG) DEPUTY CHAIR Liaises closely with and is supported by the membership of the EWG *(list including direct reports)</p>
<p>Key Duties:</p>	<ul style="list-style-type: none"> • Set/promote aims and objectives for Lichfield foodbank in conjunction with Board of Trustees • Provide leadership and support the setting of strategic direction at EWG level including the drive to end the need for foodbanks by 2025 • Chair meetings of the EWG when appropriate • Attend meetings of the Trustees, reporting on key aspects of strategy, publicity and community engagement. Also report to Trustees on behalf of EWG Deputy Chair if they cannot attend • Attend Trussell Trust cluster meetings and roadshows/conferences if relevant • Liaise with the Trussell Trust managers and officers if appropriate • Represent Lichfield foodbank on public occasions and with other volunteer bodies and charities within the community • Represent Lichfield foodbank in consultation with statutory bodies, including the MP, Staffs County Council and LDC • Attend presentations of donations or other fundraising events representing Lichfield foodbank • Advise on and if necessary oversee press releases and communications via the website and local press ensuring they are fit for purpose and help further the good name of Lichfield foodbank and Trussell Trust. • Keep volunteers informed regularly on foodbank activity verbally and in writing in conjunction with the EWG Project Manager
<p>Skills and Experience Required:</p>	<ul style="list-style-type: none"> • Able to communicate effectively verbally and in writing • Eager to develop understanding of the whole foodbank operation • Able to work as part of a team • Experience of leading teams of five or more • Able to plan ahead up to three years • Belief in the ethos of foodbanks, helping others in a non-judgemental way

Skills and Experience Desirable:	<ul style="list-style-type: none"> • Experience in working with volunteers and/or charitable organisations • Basic Excel, Word and Powerpoint skills with access to a computer and printer
Time Commitments:	<ul style="list-style-type: none"> • 4-5 hours per week
Training and Support:	<ul style="list-style-type: none"> • General overview training will be provided by the Training Manager • Specific training will be provided by other members of the EWG and the Trustees