


Lichfield foodbank Volunteer Role Outline

 <p>Lichfield Foodbank Together with Trussell</p>	<p style="text-align: right;">Lichfield foodbank c/o Saxon Hill Academy Kings Street Lichfield WS14 9DE</p> <p>Tel: +44 (0)7833 741958 Email: chair@lichfield.foodbank.org.uk Website: www.lichfield.foodbank.org.uk</p>
<p>Role Title:</p>	<p>Foodbank co-ordinator (Volunteer Role)</p>
<p>Role Purpose:</p>	<p>Lead the Operations Team to collaborate and ensure the services offered to clients is in adherence to the Lichfield Foodbank aims and objectives by supporting those in food poverty in a non-judgemental way.</p> <p>Providing oversight of the full foodbank operation to ensure the Board of Trustees are aware of any risks/issues; ensure governance processes are followed for food spend and present key operational changes to the trustees for approval.</p>
<p>Reporting to:</p>	<p>Chair of Foodbank Trustees Works in close partnership with members of the Operations Team including (but not limited to) Treasurer, Volunteer Coordinator, Warehouse Manager, Stock Controller, Agency Coordinator, Social Media Manager</p>
<p>Key Duties:</p>	<ul style="list-style-type: none"> • Develop a plan and vision to deliver the Trussell’s strategy of ending hunger and poverty in Lichfield with the Board of Trustees • Provide leadership and support the setting of strategic direction with the Operations team • Chair meetings with the Operations team on a monthly basis • Attend meetings of the Trustees, reporting on key aspects of strategy, publicity, community engagement, operational updates for supply/demand and volunteer/client feedback • Attend Trussell cluster meetings and roadshows/conferences if relevant • Liaise with the Trussell managers and officers if appropriate • Maintain relationships with Citizens Advice South East Staffordshire in continued support of services to the foodbank clients • Manage a team of volunteers, ensuring training is provided and that they feel supported and equipped to deliver the food bank service • Ensure the foodbank is well-represented through all relevant communication channels including local media, local conferences, meetings and events, newsletters, social media and the foodbank website • Actively contribute to a culture of innovation, resourcefulness and best practice to make the best use of time and skills in the team • Monitor feedback and project outcomes to ensure best practice in line with foodbank policies, operating procedures, and Quality Assurance report requirements
<p>Skills and Experience Required:</p>	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Eager to develop understanding of the whole foodbank operation • Team worker with a flexible approach to the role in its future development

	<ul style="list-style-type: none"> • Can work through challenges in positive and effective ways • Experience of leading teams of five or more • 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 • Competent and efficient use of IT, particularly the main Microsoft Office programs
Time Commitments:	<ul style="list-style-type: none"> • 5-10 hours per week
Training and Support:	<ul style="list-style-type: none"> • Induction process to be followed with visits to the three distribution centres and the warehouse • Specific training will be provided by other members of the Operations Team and the Trustees