**Foodbank Operational Support**

**Role Specification-Part time**

This job description outlines the key accountabilities of, and output required from, the post holder. It is not a definitive list and the role may well change and evolve over time.

**Reports to:** Foodbank Manager

**Direct Reports:** none

**Hours & Salary:** 15 hours a week over 2 days with a salary of £20,454 pro rata. This is a contract from September 2020 to end of March 2022. We hope this will be renewed but is dependent on funding.

**Other Benefits:**

* Holiday – 5 weeks per year (Jan – Dec) plus bank holidays (all pro-rata)
* Pension – 5% pension contribution after satisfactory probationary period

**Context of the job:**

Bradford Central Foodbank runs in partnership with the Trussell Trust and is one of the key ministries run by The Light Church which seeks to help those people in the city of Bradford in crisis with emergency food parcels and a sign-posting service. The Light Church (TLC) is a family of Christian believers seeking to live out the challenge from Jesus to Love God and Love People within the communities in and surrounding Bradford city centre.

Through Foodbank we aim to provide an excellent service in meeting the immediate practical needs of the guests through a warm welcome, ample food supplies and as far as possible, a knowledgeable signposting service. As a church we believe that people’s deepest needs are met through a loving relationship with God. Therefore, a key focus of the ministry is to show God’s love whether this is through our signposters offering prayer, invitations to church events and ministries.

**Main purpose of the job:**

The purpose of the job is to ensure the effective operational running of the Foodbank as well as supporting the Foodbank manager.

**Key accountabilities:**

* Be the first port of call for enquiries - phone and manning info@ email
* Be the key contact and manage all the relationship and admin associated with referral agencies.
* Ensure social media has 3 posts a week to inspire and encourage people to donate food and money.
* Ensuring all Trussell Trust and TLC policy & procedures are current and adhered to.
* Ensure all data is entered in a timely manner either by managing volunteers or by the role holder.
* Ensuring accurate records are kept of food collected and distributed and numbers of clients helped.
* Ensure volunteer admin and paperwork is completed and unto date.
* Liaise and inspire schools to collect food for Ramadan and Harvest.
* Management of Foodbank petty cash account
* Ensuring all health & safety aspects are up to date, recorded and adhered to
* Safeguarding of vulnerable adults coming through Foodbank
* Contribute to the positive, faith filled environment of Foodbank
* Manage any volunteers in a way that supports them as a whole person, practically, emotionally and spiritually.
* Assist the Foodbank Manager in any task required
* Step in for the Foodbank Manager to lead sessions and manage project when required.

**Measurable outputs:**

* Answering phone and email enquiries within 2 days.
* Upto date and accurate records of kept of donated and distributed food, clients helped, volunteer records, food donors,
* Upto date social media presence.
* Amount of food donated from schools.
* Reconciled petty cash
* Unto date and adhered to policies

**Person specification:**

We are looking for someone who is:

* An efficient organiser
* Organised, multi-tasker and takes initiative
* Friendly, positive, can do attitude
* A good communicator on the phone and in person who will keep volunteers, referrals and schools inspired.
* Has a clear passion and drive to help hungry of the city of Bradford with practical help in a manner that shows God’s love in action.
* Must be fully supportive of the mission and ministry of The Light Church.
* Must be comfortable working closely for and with committed Christians, within a context where Christian prayer and the sharing of faith may regularly occur.

**Prepared by: Josie Barlow June 2020**