



Volunteer Warehouse Coordinator - Haywards
Heath Foodbank

Mon-Fri: 10 hours per week

WHY WE WANT YOU

As the Foodbank Warehouse Coordinator, you will lead the smooth running of the Foodbank warehouse, organising and leading volunteers, coordinating activities and being the main point of contact for handling queries.

In this role you can make a real difference to both the people you serve and the volunteers you lead, ensuring a positive experience for all.

WHAT YOU WILL BE DOING

- Contributing to the smooth running of the food bank
- Liaising with current and potential food donors
- Overseeing the management of stock levels
- Coordinating the annual audit and stock take
- Supporting the Foodbank to monitor and respond to phone and email enquiries
- Implementing Foodbank policies and procedures and checking that they are being followed
- Supervising and creating a motivating working atmosphere for Foodbank volunteers
- Providing reports and data to the Foodbank Project Manager and to Trustees

THE SKILLS YOU NEED

- Strong team player
- Excellent communication skills
- Self-motivated and able to carry out responsibilities with minimum supervision
- Problem-solving
- Prioritising and managing workloads for yourself and others
- Confident recording, handling and analysing data
- Confident IT user
- Confident to take part in regular light and heavy lifting

WHAT'S IN IT FOR YOU

- A stimulating and varied role
- Full training in our policies, procedures and legal requirements
- Support of the Trussell Trust's development programmes
- Use your existing skills to make a difference
- Meet new people who share your passion to eradicate poverty in the community



VOLUNTEER ROLE: WAREHOUSE COORDINATOR

Make a real difference to the running of your foodbank
Helping to drive efficiencies in the running of the foodbank
Protecting the future of the food bank
Developing the reach of the food bank

To apply for this role, to view the Job Description and Person Specification, or to find out more about it, please contact Heather Cooper, Project Coordinator, at Haywards Heath Foodbank.

Email: heather@hawyardsheath.foodbank.org.uk

Phone: 07884106719

As part of this application, you will be asked to provide a CV.