

JOB DESCRIPTION

TITLE: Luton Foodbank Administrator

RESPONSIBLE TO: Luton Foodbank Coordinator

SALARY: £18,600 p.a. (occasional evenings/weekends may be required)

PURPOSE OF POST: To provide comprehensive administration and support service to support an efficient and effective Foodbank for Luton

PRINCIPLE RESPONSIBILITIES:

1.	<p>Provide clerical and administrative support to the project</p> <p>Input data and maintain records, spreadsheets and databases using a variety of software packages, such as Microsoft Word, Excel and Access</p> <p>Day to day office management to include:</p> <ul style="list-style-type: none"> • Organise and store paperwork, documents, and computer based Information. • Coordinate office cover • Manage day to day budgets and resources, including ordering materials, reimbursement of expenses • Regular banking and liaising with LFB Treasurer • Communicate via telephone, email and letters, dealing with all enquiries in a swift and accurate manner • Arrange meetings, appointments and events • Take minutes at LFB meetings when necessary <p>Ensure Data Protection Policy adhered to at all times</p>
2.	<p>Support coordination and management of Volunteers Programme</p> <p>Working with project coordinator, tasks to include:</p> <ul style="list-style-type: none"> • Organise volunteer timetable to ensure sufficient cover for LFB activities, including warehouse, admin and distribution • Oversee volunteer recruitment • Reference and other checks as required
3.	<p>Support to project coordinator and warehouse operative</p> <p>Working as a team with the Foodbank Co-ordinator and Warehouse Operative, ensure accurate data management and reporting</p> <p>Provide regular information and data on service demand and delivery to support Coordinator reports to Board and Funders</p>

4.	<p>Marketing and Promotion</p> <p>Work with Project Co-ordinator and the Marketing assistant to ensure project updates appear regularly on LFB website</p> <p>Assisting the project coordinator, maximise awareness of LFB through social media</p>
5.	<p>Support to LFB Board</p> <p>Ensure notification of meetings agendas and minutes are distributed in a timely manner</p> <p>Provide administrative support for Board meetings</p>

CONTEXT

Luton Foodbank (LFB) began distributing free emergency food parcels for people in hardship and distress in the local community from 2nd April 2013. The Foodbank is run by a Board, with a full-time coordinator, warehouse operative, part-time administrator, and part-time volunteer administrator supported by a core team of around 15 volunteers with a wider group of 60 other volunteers. LFB works with a network of approved referral agencies and distributes food five days a week, across the town. Since launching, over 30,000 food parcels have been given to families and individuals in short term crisis across the Borough of Luton.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

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ATTRIBUTES	Essential	How Measured	Desirable	How Measured
Experience	Proven experience of using a variety of software packages including Microsoft Word, Excel and Access to input data and maintain records, spreadsheets and databases Proven experience of minute taking and providing administrative support either paid or voluntary to a project / organisation	1, 2 1,2	Proven experience of managing an office environment	
Skills/abilities	Able to organise and effectively manage paper and computer based, data, reports, invoices, updates etc. Able to work to deadlines and to work well under pressure Able to work as part of a team with LFB co-ordinator and Warehouse Operative Able to communicate efficiently, face to face and by phone or email, with a range of audiences including volunteers, partners, journalists etc	1 1 1 1		
Equality Issues	A non-judgemental attitude along with a commitment to equality, diversity and social justice with respect for all, particularly Foodbank recipients, volunteers and partners regardless of background; race; religion; age; disability; sexuality or socio-economic status.	1,2		
Education and Training	Relevant qualifications in business administration	4		

Other Requirements	Willingness to undertake relevant training as appropriate			
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(1 = Application Form; 2 = Interview; 3 = Test; 4 = Proof of Qualification; 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The Job-holder will ensure that Luton Foodbank policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

This post is subject to a CRB Check.

Please send application detailing your suitability for this post and demonstrating how you meet the person specification to :

Lynne Sandle, Luton Foodbank Ltd, Unit 3 High Town Enterprise, York Street, Luton, LU2 0EZ, or lynne@lutonfoodbank.org.uk.

Closing Date: 22nd January 2018

Interviews: w/c 29th January 2018

Further information about Luton Foodbank Ltd may be found at:
www.lutonfoodbank.org.uk