

JOB DESCRIPTION

TITLE: Luton Foodbank Co-ordinator (Maternity Cover – Fixed Term Contract)

RESPONSIBLE TO: Luton Foodbank Board

SALARY: £25,000 p.a. 35 hours (dependent on qualifications and skills.)

PURPOSE OF POST: To co-ordinate and continue development of the Luton Foodbank (LFB), ensuring a high quality, consistent, non-judgemental and culturally appropriate service is provided to local people in need of support.

PRINCIPLE RESPONSIBILITIES:

1	<p>Co-ordination of regular LFB activities Co-ordinate and support LFB staff team (administrator and warehouse operative), to ensure smooth running of the Foodbank</p> <p>Act as lead contact with supporter and volunteers</p> <p>Liaise with new & existing referrers and HTC Project and, as necessary, identify and resolve problems that may arise</p> <p>Liaise with the Chair to ensure Policies and Procedures are up to date</p>
2	<p>Develop and manage sustainable partnerships with public/voluntary and private sector partners</p> <p>Act as lead contact and build relationships with partners across all sectors</p> <p>Ensure regular communications and engagement through visits, email /newsletters to ensure referrers are utilising LFB services to maximum benefit of clients</p>
3	<p>Management of Project Administrator</p> <p>Manage Project Administrator, ensuring production of monthly reports for the Board, recording, monitoring and evaluating project progress</p>
4	<p>Lead on delivery and progress of project delivery to clients</p> <p>Work with Warehouse Operative to organise and run food collection activities and ensure that sufficient stock is held and maintained to support current and future project growth</p> <p>Produce quarterly reports for funders</p>

	Ensure delivery of the project within agreed allocation of annual budget, adjusting only with prior agreement of the Treasurer
5	<p>Lead LFB Fundraising activity</p> <p>Apply for relevant funding opportunities and complete grant applications, as appropriate</p> <p>Managing the delivery of successful funding applications including managing the budget</p> <p>Managing and organising fundraising events to support LFB</p> <p>Undertake regular talks to a range of audiences to raise awareness of project and increase regular donations and subscriptions to support the LFB</p>
6	<p>Oversee cultural / faith and community appeals</p> <p>Organise and oversee an annual programme of specific funding and awareness raising drives with specific communities as appropriate i.e Christmas, Ramadan, Harvest Festival, etc</p>
7	<p>Marketing and Promotion of LFB</p> <p>Management of Marketing Assistant to ensure LFB updates and promotional materials are regularly updated and information is accessible and available in various formats including social media, website, leaflets, flyers, etc</p>
8	<p>Deliver LFB communications strategy</p> <p>Build relationships with journalists and broadcasters and respond in timely manner to requests</p> <p>Work with journalist contacts to produce articles for local newspapers</p> <p>Maintain links with local radio stations</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 and part time-administrator, supported by a core team of around 15 volunteers with a wider group of 60 other volunteers. LFB works with a network of eighty approved referral agencies and distribute 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. It is very important to address these requirements in application for this post. Essential (E):- without which candidate would be rejected Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application, you give clear examples of how you meet the essential and desirable criteria.				
ATTRIBUTES	Essential	How Measured?	Desirable	How Measured
Experience	Experience of working in a diverse community setting (in a voluntary or paid capacity)	1	Proven experience of providing supportive management to either staff or volunteers	1,2
	Experience of project management	1		
	Experience of using and managing various IT applications including Microsoft Office, Excel, Word and email	1,2		
	Experience of using and managing social media	1		
Skills/abilities	Able to lead and work as part of a team	1		
	Able to plan and prioritise tasks appropriately	1		
	Strong communication skills, both written and oral	1,2		
	Ability to motivate and persuade	1		
	Able to plan, organise and manage development plans and strategies	1,2		
	Proven interpersonal skills Proven ability to manage and communicate through social media	1,2 1		
	Able to deliver public presentations in various formats to wide range of audiences	1,2,5		
	Able to work under pressure and to deadlines			
	Able to work with minimum day to day supervision	1		
	Able to work outside office hours on a regular basis(with suitable time off in lieu to-day supervision	1 1,2		

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.	1,2,5		
Education and Training	Possession of relevant training qualifications in social and/or community work	1,4		
Other Requirements	Willingness to undertake relevant training as appropriate Clean driving license essential and use of car desirable			

(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 DBS Check

Please send application form 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 Centre, 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