



Post:	Food Cupboard Co-ordinator
Hours:	15 per week, to be worked flexibly (plus up to 5 hours floating with WSFC Operations Assistant)
Pay:	£25,000 FTE, paid monthly (£12.82 per hour)
Notice Required:	Three Months
Reports to:	West Somerset Food Cupboard Supervisory Trustee

1. Job Purpose

The purpose of this post is to work with the Trustees in implementing the objects of the West Somerset Food Cupboard, which is committed to providing emergency food for those in need without prejudice, and to develop and promote projects and activities that promote food resilience with kindness and compassion.

2. Tasks and Responsibilities:

2.1. Operations

- To organise and oversee the safe and effective operation of the West Somerset Food Cupboard and its projects, including the Emergency Food Provision and Local Pantry
- To be accountable for all aspects of daily operations and specific delivery accountability for the Emergency Food Provision
- To oversee the operation of the Local Pantry including collection of donated food and ensuring the maintenance of appropriate supplies
- To maintain appropriate records including petty cash reconciliation, recording hours worked and agreed travel
- To attend and report to meetings with Trustees as required

2.2. HR Management

- To support the recruitment of paid staff and volunteers
- To lead on the induction and training of paid staff and volunteers
- To be responsible for work allocation to paid staff and volunteers
- To monitor and supervise the work of paid staff and volunteers
- To be responsible for the performance management of paid staff

2.3. Liaison with External Agencies

- To maintain links and effective communication with partner agencies
- To coordinate the work of the Food Forum group

2.4. Compliance

- To implement and ensure team compliance with all the charity's policies, including Health, Safety, Food Hygiene, Safeguarding and GDPR

2.5. Public Relations

- To promote the Food Cupboard and its projects using a range of media

3. All West Somerset Food Cupboard staff and volunteers are expected to:

- Ensure that the values of the West Somerset Food Cupboard are promoted at all times
- Promote and adhere to all policies adopted by the Board of Trustees of The West Somerset Food Cupboard
- Be willing to step in to support other colleagues as and when appropriate
- Participate in appropriate training as practicable
- Undertake any other duties which may reasonably be required by the Board



WEST SOMERSET FOOD CUPBOARD COORDINATOR – PERSON SPECIFICATION

Competency	Essential/Desirable E/D	How to be assessed
Past Work Experience & Understanding of the Sector		
Experience of working in the charity sector	E	Covering letter and interview
Experience of writing bids and grant applications or end of grant/ local authority grant impact statements	D	Covering letter and interview
Demonstrable experience of working with a wide range of stakeholders and organisations	E	Covering letter and interview
Proficiency using MS Office applications and comfortable managing data	E	Covering letter and interview
Experience of operations management	D	Covering letter and interview
Experience of report writing	D	Covering letter and interview
A broad knowledge of voluntary and statutory sector services	D	Covering letter and interview
People Management		
Experienced manager of people, including volunteers	E	Covering letter/Interview/References
A positive approach to delegation and work allocation	E	Covering letter/Interview/References
Personal Attributes		
Confident communicator with excellent standard of both written and verbal English	E	Covering letter and interview
A preparedness to work with Trustees to increase the reach and impact of our work	E	Interview
Self-motivated and pro-active, with the ability to work both as part of a team and independently	E	Interview/references