

Post:	The Local Pantry Coordinator
Hours:	15 per week. To be worked flexibly (plus up to 5 hours floating with WSFC Team Leader). There is some flexibility with hours, but attendance on a Tuesday is a requirement as this is when the Pantry operates.
Pay:	£22,425 FTE, Pro-rata, paid monthly (£11.50 per hour)
Holiday:	30 days pro-rata (including any bank holidays)
Probationary Period:	Three months
Notice Required:	One month
Reports to:	Food Cupboard Team Leader

1. Job Purpose

The purpose of this post is to support and liaise with the Food Cupboard Team Leader and the Board of Trustees in implementing the objects of the West Somerset Food Cupboard (WSFC), which is committed to providing emergency food for those in need without prejudice, and to develop and promote projects that facilitate food resilience with kindness and compassion.

The post-holder's main role will be in running the Local Pantry project, ensuring a welcoming environment for its 40 members; however, they will also provide holiday and sickness cover for other aspects of the work of West Somerset Food Cupboard.

2. Tasks and Responsibilities

- 2.1 To liaise with the Food Cupboard Team Leader, to ensure the safe and effective operation of the Local Pantry project, which prevents fresh food from going to waste.
- 2.2 To assist the Food Cupboard Team Leader with the processes involved in the recruitment, training, and supervision of Pantry volunteers.
- 2.3 To manage and maintain the Local Pantry register of members.
- 2.4 To welcome new Local Pantry members and ensure that they understand Pantry operations and procedures.
- 2.5 To ensure that volunteers understand and adhere to all WSFC policies, procedures and working practices.
- 2.6 To liaise with FareShare regarding the delivery of supermarket surpluses and organise the collection of other donated Pantry food.
- 2.7 To maintain appropriate records, recording hours worked and agreed travel.
- 2.8 To help ensure the implementation of all the charity's policies and working practices, including Health, Safety and Food Hygiene, Safeguarding and GDPR.
- 2.9 To help promote the Food Cupboard and its projects using a range of media including Facebook and Instagram.
- 2.10 To help with administrative and financial tasks.
- 2.11 To check messages to the Food Cupboard, within the contracted hours, when the Team Leader is absent, and respond to urgent ones.
- 2.12 To attend and report to meetings with Trustees if required.

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

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

The Local Pantry 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	D	Application Form
Proficiency using MS Office applications and comfortable managing data	D	Application Form & Interview
Experience of using social media	D	Application Form & Interview
Experience of operations management	D	Application Form & Interview
Experience of report writing	D	Application Form & Interview
A knowledge of voluntary and statutory sector services	D	Application Form & Interview
People Management		
Experienced manager of people, including volunteers	D	Application Form/Interview/References
A positive approach to delegation and work allocation	E	Application Form/Interview/References
Personal Attributes		
Confident communicator with excellent standard of both written and verbal English	E	Application Form & Interview
A preparedness to work with Trustees to increase the reach and impact of our work	D	Interview
Self-motivated and pro-active, with the ability to work both as part of a team and independently	E	Interview/references
Compassionate with an understanding of the challenges faced by the users of WSFC	E	Interview/references