



Renfrewshire Foodbank Assistant Project Manager Job Description

Responsible to: The Project Manager and Trustees of Renfrewshire Foodbank

Responsible for: Volunteer Co-ordination and other duties as specified by the Project Manager/Trustees

Salary: £20,661

Full-time / part-time: Full time

Temporary / permanent: Permanent

Overall responsibility of the job: Oversee the recruitment, screening, orientation, training, retention and coordination of all volunteers. This will include developing an induction/training programme for our volunteers and the organisation of an annual volunteer recognition event. Support the Project Manager in the operation and development of Renfrewshire Foodbank, with concern for its operational efficiency and standards in accordance with The Trussell Trust franchise model. You will be responsible for all of the foodbank's day to day operations in the absence of the Project Manager. Other duties as specified by the Project Manager/Trustees.

Specific responsibilities:

Reporting to Project Manager

- Advise the Project Manager/Trustees of exceptional events, such as complaints, major press contacts, accidents, external evaluations or risk to reputation

Trussell Trust compliance

- Comply with the terms of the foodbank franchise, including standard operating procedures

Communications

- Maintain a foodbank phone and email account
- Be a point of contact for enquiries, responding on behalf of the foodbank.

Foodbank centre(s) & Volunteers

- Visit the foodbank centre(s) on a regular basis
- Liaise with foodbank centre supervisors to monitor operational standards

Food store

- Visit the warehouse on a regular basis
- Liaise with the (volunteer) warehouse manager to monitor operational efficiency
- Supported the (volunteer) warehouse manager to monitor Health and Safety, ensuring compliance with statutory requirements and good practice

Food supplies

- Liaise with the (volunteer) warehouse manager to monitor stocks levels

Data

- Be familiar with the on-line data system, monitoring the key data indicators

- Support data volunteers to ensure regular and accurate data of stock and vouchers
- Extract data for reports

Agencies

- Communicate with referral agencies in response to queries or issues

Finance

- Comply with the foodbank's finance policy.
- Provide the (volunteer) treasurer with details of payments and receipts, and supporting documents, to enable proper accounting

Requirements:

- Ability to manage and monitor the development of a project
- Experience of managing people
- Experience of working or volunteering in an organisation that deploys volunteers
- The successful candidate will require Protecting Vulnerable Groups (PVG) Scheme membership. You will be required to join the Scheme or undergo a PVG Scheme update check, the cost of which will be met by Renfrewshire Foodbank.

Key Skills:

- Good oral communication
- Driver with clean licence
- Confident user of email, word processing and internet
- Ability to work independently and unsupervised
- Numerate and comfortable interpreting statistical data
- Honesty and integrity
- Empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds

Personal attributes:

- Passionate about tackling poverty
- It would be helpful if the candidate has an understanding of, and experience of engagement with, Churches, agencies and people of different backgrounds

Training

Induction training

IT training as required

H&S, Environmental Health & Manual Handling as appropriate

Child/Vulnerable adult protection

Food Hygiene as required

Renfrewshire Foodbank is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too.