



8a College Hill, Shrewsbury, SY1 1LZ

JOB SPECIFICATION - CO-ORDINATOR - 3 DAYS PER WEEK

INTRODUCING SHREWSBURY FOOD HUB

Our goal is to reduce food waste, reduce food poverty and to support our community. In April 2016, the Shrewsbury Food Hub began collecting surplus food from 2 supermarkets in the town. Surplus food is fruit, veg, bread and store cupboard food which would have otherwise been thrown away. The food is still good to eat so we share it between community groups.

Our team of 65 volunteers now collects from 15 supermarkets and shares this good food between 60 community groups in town, including the Food Bank, the Ark, Age UK, Shropshire Mind, school breakfast clubs and playgroups. We save groups like the Hospice 30% of their food budget. This year we are on track to collect 50 tonnes of food, enough for 120,000 meals.

DUTIES & RESPONSIBILITIES:

The Co-ordinator is responsible for managing the operations of the Food Hub including the rota, health and safety and relationships with volunteers, member groups and stores. The Food Hub is seeking to improve its systems and expand its operations which will mean that the role will change. The Co-ordinator's role is to keep the day to day operations steady and to make the hub a great place to volunteer, with the support of the Hub Administrator and the Project Manager.

Responsibilities include:

- Recruiting, managing, training and supporting our volunteer drivers and admin supporters
- Managing our relationships with groups and stores on an on-going basis
- Organising the weekly rota
- Compliance with health and safety
- Identification and implementation of improvements

WORKING HOURS AND LOCATION:

The co-ordinator will work at the depot and our office. They will support our operation at the depot from 8 till 9.30 three days a week and be office based for the remainder. Please note this role requires being on call to support drivers between 7 - 8.30am (Monday to Friday) and Sunday 3.30 -4.30 alternate weeks.

Training will be given in our systems, food hygiene and hands on practical experience of our food runs and operation. This will sometimes require going out in the early morning as our food runs start at 6.45 am.

SKILLS AND EXPERIENCE

Essential Criteria

Good organisational skills with track record of managing a volunteer team

Good communicator, both verbally and written

Good Excel spreadsheet skills

Demonstrated ability to problem solve and make decisions independently, using guidance provided

Clean driving license with access to a vehicle

Desirable Criteria

Passionate about reducing waste and building a stronger community in Shrewsbury

Ability to identify stories and get photos for social media

Level 2 Food Safety Qualified (training can be provided)

REPORTING AND ACCOUNTABILITY

The Co-ordinator will report to the Project Manager, Katy Anderson.

CONTRACTUAL TERMS

This is a fixed term one-year contract, which may be extended. There will be a probation period of 2 months. Payment is at the living wage, £9 per hour, 7.5 hours per day for 3 days per week.

APPLICATION PROCEDURE

We welcome the chance to have a chat with you about the job before you apply, please call Katy on 07876 703583 to find out more.

Please submit your CV with a covering letter demonstrating your suitability for the role to Katy Anderson katy@shrewsburyfoodhub.org.uk with the heading "Hub Co-ordinator Application" in the subject line. The application deadline is midnight on Wednesday 27th February. You will be notified if you are selected for interview by end Friday 1st March. Interviews will take place on Monday 4th March.

For more information on the Food Hub please see www.shrewsburyfoodhub.org.uk or contact Katy Anderson on 07876 703583.