



## Yarmouth & Magdalen Foodbank

### Warehouse Co-ordinator

#### Job Description and Person Specification

##### JOB DESCRIPTION

<b>Job Title:</b>	<b>Warehouse Co-ordinator</b>
<b>Responsible to:</b>	Trustees of Great Yarmouth Pathway Café and Support Centre
<b>Responsible for:</b>	Setting up a functioning warehouse facility for collecting, storing and delivering food to the foodbank centres, including the recruitment and management of warehouse volunteers.
<b>Salary:</b>	£11.54 per hour; £750 per month (£9,001 p.a. @ FTE of £22,500)
<b>Hours:</b>	Part-time, 15 hours per week (3 hours per day, times to be agreed)
<b>Contract:</b>	Fixed term for 7 months (Sept 2022-March 2023) with the possibility of extension, subject to funding, development of the role and needs of the foodbank.
<b>Place of Work:</b>	Yarmouth & Magdalen Warehouse, Swallow Park, 11 Beccles Rd, Belton, Great Yarmouth NR31 9JQ.
<b>Holiday:</b>	<b>14 days (pro rata), plus bank holidays</b>

##### Yarmouth & Magdalen Foodbank - our context:

In March 2022 the St Mary Magdalene Church foodbank (in Gorleston) joined with the newly formed Great Yarmouth Pathway foodbank to partner as a Trussell Trust foodbank. Together they serve the postcodes of NR30 and NR31 7 and NR31 8, alongside other local independent foodbanks. Until this point, food has been stored and sorted at the two distribution centres. However as the cost of living crisis has emerged, the need for an additional warehouse space and larger volunteer team became apparent. The partnership of the Yarmouth and Magdalen Foodbank, rooted in Christian priorities, are keen to expand our capacity to be able to meet the inevitable rising needs of the most vulnerable this winter and beyond.

##### Overall responsibility of the job:

To lead and manage a team of volunteers to ensure that the warehouse is run efficiently and to the high standards expected of the Trussell Trust foodbank. To coordinate operations from the warehouse, including collecting from donors, sorting food at the warehouse and distributing food to the two centres as required. To ensure health and safety practises are adhered to, including food handling and hygiene standards.

##### Specific responsibilities:

- Set up and maintain responsibility for a functioning warehouse building including buying in shelving, trolleys etc. (This is in a voluntarily loaned premises).

- Safely recruit a volunteer team (to build shelving units, weigh, sort, pack, collect and deliver food) and ensure that all necessary procedures and checks are followed.
- Contribute to and work in close partnership with the wider team of Project Manager, trustees and centre managers, liaising on a regular basis
- Support in sourcing food and developing new donor supplies as required by the project manager and centre managers
- Lead the volunteer team at the warehouse (including drivers)
- Provide support, supervision and line-management to volunteers, including when grievances or problems are reported.
- Organise the volunteer rota and ensure sufficient volunteer presence when the warehouse is open.
- Administration of online data and personnel records for volunteers
- Ensure that volunteers they are suitable for the role / task they are assigned.
- Train volunteers to undertake responsibilities within the warehouse and to meet the relevant legal requirements
- Deal appropriately with incidents, unforeseen events, or any other issues. Support volunteers in dealing with issues as they arise.
- Promote a positive, collaborative work environment for volunteers and employees, helping everyone to feel valued and appreciated.
- Ensure food supplies remain consistent through coordinating collecting donations and making necessary purchases.
- To organise the sorting and storage of food within the warehouse.
- To organise the distribution of food/food parcels to the foodbank centres.
- To maintain stock reports as required on the Data Collection System.
- To drive a van (provided) to make collections/deliveries as required.
- To undertake relevant and statutory training.

## PERSON SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE
Experience	<p>Experience of supervising, leading or managing other people.</p> <p>Organisational and administrative experience</p> <p>Previous experience of handling difficult situations and conflict.</p>	<p>Experience of working with people in a church or faith context.</p> <p>Experience and knowledge of safeguarding issues</p> <p>Experience driving a van.</p>
Skills	<p>Ability to maintain good contact with a group of volunteers and to plan and co-ordinate rotas</p>	<p>Warehouse/distribution management or supervising</p>

	<p>Ability to communicate effectively with and inspire volunteers across a wide range of backgrounds and experience.</p> <p>Ability to work on their own initiative and as part of a team.</p> <p>Clean driving license.</p> <p>Ability to comply with all policies and relevant legislation and encourage volunteers to do the same</p> <p>Good organisational skills and attention to detail</p>	
Personal Qualities	<p>A caring and empathetic approach to volunteers and visitors.</p> <p>Ability to cope with subjects of a confidential and sensitive nature.</p> <p>Ability to maintain professional boundaries.</p> <p>Ability to be self-motivated, demonstrating commitment to role and organisation.</p> <p>High standards of integrity, honesty, fairness and generosity.</p> <p>A commitment to training and personal development as and when necessary.</p>	<p>Desire to work and lead according to Christian ethos and values</p> <p>Resilience and a sense of humour</p>

### Training Provided

Induction training

Safeguarding training

Health and Safety, Manual Handling, Food Hygiene and Conflict Resolution as appropriate.

### Application Process

Interested candidates should send the following:

- A copy of your CV with two referees (including your most recent employer).
- A covering letter explaining why the role is of interest to you and what you would hope to bring to the role.

To: Mrs Jennifer King  
Yarmouth&Magdalen Foodbank  
Minster Mission  
Admiralty Rd  
Great Yarmouth  
NR30 3DG

Applications may also be submitted via email to:

Closing Date: 24<sup>th</sup> August 2022

Interview Date: w/c 29<sup>th</sup> August (possibly Monday 29<sup>th</sup>) 2022

Start Date: 5<sup>th</sup> September 2022 (ideally)

For an informal conversation about the role, please contact Anna Price, Trustee (before 21<sup>st</sup> August on 01493 494248) or Jennifer King (after 15<sup>th</sup> August on 07715 959830).