

JOB DESCRIPTION

Food Routes Project Coordinator

BASED IN:	Croydon Voluntary Action (CVA)
LOCATION:	Croydon
REPORTING TO:	
RESPONSIBLE FOR:	Volunteers
SALARY:	£26,825.38 pro rata. 30 hours pw

MAIN DUTIES

The role has two main focuses: -

To coordinate and manage Volunteers, including:

- Recruit and manage a team of volunteers to support the Food Hubs
- Keep Volunteer records up to date
- Extrapolate information from different sources to produce excellent quality promotional materials, training programmes and website updates
- Assist with preparing monitoring and evaluation information
- Communicate effectively with the people we work with and serve, including; food banks, CVA's staff/volunteer team to keep them up to date and ensure good communication
- Administer expenses claims
- Awareness of the changes to General Data Protection Regulation

To Facilitate Croydon's Food Bank and Soup Kitchen Network, including:

- Set up and keep notes of network meetings
- Initiating winter food campaigns, create flyers, social media posts etc
- Connect with food providers and potential donors
- Start food security initiatives
- Identify and set up a centralised hub for food re-distribution
- Visit and support the set-up of 6 x Community Food Hubs in each locality, connecting wrap around support
- Information kept up to date on our activities database

GENERAL

1. Work to CVA policies, procedures and to the CVA Strategic Plan
2. Contribute to wider CVA activities as needed
3. Under-take a full DBS disclosure in line with current legislation

4. Contribute to all CVA communications including CVAs Website and social media
5. Contribute to the advancement of CVA community development/involvement practice.
6. Work occasional weekends and evenings
7. Attend internal meetings
8. Represent CVA as and when appropriate
9. Prepare work plans, reports, monitoring and evaluation as required
10. Undertake training for professional development

This is not a complete statement of duties and may be amended in the light of changing needs of the organisation after consultation with the post holder

PERSON SPECIFICATION

EXPERIENCE, SKILLS AND KNOWLEDGE

- A positive 'can do' attitude
- Excellent organisational skills
- Self-motivation and be a supportive team member in a busy environment
- Ability to prioritise
- Ability to communicate effectively with people from a diverse range of backgrounds including 'grass roots' community members strategic partners/funders using presentations, face to face contact and in writing.
- Excellent writing skills and attention to details, including ability to extrapolate information from different sources into articles
- Excellent IT skills, including: Word, Excel, social media, Eventbrite and Mailchimp