

SOUTH LIVERPOOL FOODBANK

Volunteer Co-ordinator: - Person Specification

Qualifications	<ul style="list-style-type: none"> • GCSE/equivalent qualifications in English and Mathematics are essential. • Current qualifications in First Aid at Work/ Safeguarding are desirable but not essential. 	Training will be funded as required
Experience	<ul style="list-style-type: none"> • Experience of people management in an employed role is highly desirable. However similar working experience/transferable skills (for example leading volunteer teams in a community group setting, or event co-ordination) will be considered favourably 	
Job related knowledge	<ul style="list-style-type: none"> • Experience of volunteer management is highly desirable. • Existing understanding of some or all relevant guidelines and practices (Food hygiene / Safeguarding) is highly desirable. • Experience of training others is highly desirable • Experience of food bank activities is desirable but not essential 	Training will be funded as required
Skills and aptitudes	<ul style="list-style-type: none"> • Proven ability to work as part of a team, to participate, reflect and suggest changes. • Time management and forward planning skills are essential. • Must be able to work methodically and with attention to detail. • Excellent communication and presentation skills. The candidate will be speaking with volunteers, colleagues, referral partners, donors, and other organisations. 	
Other requirements	<ul style="list-style-type: none"> • Must be legally entitled to work in the UK. • Full driving licence and own transport essential -the successful applicant will be visiting our food bank centres regularly, as well as other organisations (schools, churches, companies) • Discretion, sensitivity, respect and empathy – the role involves interacting with people that have vulnerabilities and/or disadvantaged, marginalised, or socially excluded backgrounds • Some manual lifting is likely to be required, but this will not form a major part of the role 	The successful candidate will be required to complete a Trussell confidentiality agreement.