



## Volunteer Coordinator (Paid Position)

### Job Description

Temporary contract until January 31<sup>st</sup> 2023 (potential to extend or make permanent)

*The One Can Trust foodbank works closely with community partners to provide vulnerable families and individuals in South Bucks with essential weekly food parcels. It is comprised of a small team of 7 staff who work closely with approximately 250 volunteers to meet the growing demand, currently 750 people per week in High Wycombe and the surrounding areas of South Bucks.*

Aim of role:	To coordinate the daily in-house and external volunteer activities required in the collection, sorting and distribution of weekly food parcels.
Reporting to:	Jo Belshaw, Operations Manager
Time commitment:	35 hours per week Monday to Friday. Ideal hours would be 09.00 - 16.30 (£13.50 per hour. 7 hours with a 30-minute unpaid lunch break)  Occasional weekend hours may be required and will be agreed in advance with the Operations Manager.
Location:	One Can Trust in High Wycombe, 11B Duke Street, High Wycombe, Bucks, HP13 6EB (6EE for sat nav)
Main tasks:	<ul style="list-style-type: none"> <li>❖ Coordination of the driver rotas. We currently have 60 active drivers who deliver parcels across South Bucks. On a daily basis, driver rotas need to be coordinated, taking into consideration location, size of parcels, volunteer availability and size of vehicles.</li> <li>❖ Coordination of supermarket food drives to encourage customer donations. In recent months, food drives have provided 20% of our donated food and the presence of volunteers has significantly increased donations. The Volunteer Coordinator will be instrumental in ensuring enough volunteers are recruited and rota'ed so the food drives run smoothly and efficiently.</li> <li>❖ Coordination of volunteers to collect supermarket surplus and other donations.</li> <li>❖ Coordinate rotas for the volunteers at One Can Trust. Such volunteers pack parcels and sort through donations in the warehouse.</li> <li>❖ Be the main point of contact for all volunteer queries and to answer or field those queries as appropriate.</li> <li>❖ To maintain and develop motivated and positive volunteer teams.</li> <li>❖ Within reason, any other duties, as required.</li> </ul>
Essential skills / experience:	<ul style="list-style-type: none"> <li>❖ Candidate must be personable and able to fit into a small and very busy office team.</li> <li>❖ Strong organisational skills</li> <li>❖ A positive 'can do' attitude</li> <li>❖ An assertive, persuasive and polite nature</li> <li>❖ Impeccable attention to detail in order to support the important work that One Can Trust delivers</li> <li>❖ Excellent verbal and written communication skills</li> <li>❖ A sound knowledge of all Microsoft programmes</li> </ul>



<p>What we can offer you:</p>	<p>Working at One Can Trust can give you the opportunity to:</p> <ul style="list-style-type: none"> <li>❖ Learn or try new things and develop new skills</li> <li>❖ Gain work experience to add to your CV</li> <li>❖ Meet new people, make new friends and be part of a friendly team</li> <li>❖ Build your confidence and challenge yourself</li> <li>❖ Give back to your community</li> <li>❖ The opportunity to gain significant exposure to the many facets of a well-respected local charity</li> </ul> <p>We will also offer:</p> <ul style="list-style-type: none"> <li>❖ A competitive salary, holiday allowance, pension scheme.</li> </ul>
<p>Additional information:</p>	<ul style="list-style-type: none"> <li>❖ A DBS (Disclosure and Debarring Service) check will be required to provide a range of ID documents, for example: passport, driving licence, bank statement, utility bill etc. This check will confirm that you do not have any criminal convictions that would prevent you from being able to volunteer with vulnerable adults or children.</li> <li>❖ Full training and mentoring will be given with the opportunity to shadow other members of the team as part of the training.</li> </ul>
<p>Get in touch:</p>	<p>If you think this opportunity could be for you, please send your CV and cover letter/email to:</p> <p>Jo Belshaw, Operations Manager: <a href="mailto:jo.belshaw@onecantrust.org.uk">jo.belshaw@onecantrust.org.uk</a></p> <p>Closing date for applications: <b>Friday 29th July 2022</b></p>