



Volunteer Role Description

Title: Additional Services Coordinator

Position Type: Volunteer

When: as required

Time commitment: 3 hours a week

Reports to: Foodbank Manager

Overview of the role: Alongside providing emergency food parcels food banks run additional support services such as holiday clubs, cookery and budgeting courses and sessions with trained experts e.g. debt advisors.

Key tasks

- Be responsible for all aspects of the successful running of sessions on behalf of the foodbank
- Take a leading role during sessions – be prepared to lead activities, facilitate discussions, and demonstrate
- Create a friendly, welcoming atmosphere where participants feel comfortable sharing their experiences in confidence
- Ensure that health and safety procedures are followed
- Find suitable venues to hold sessions and book them with the appropriate body
- With the food bank manager's guidance, liaise with referral agencies, in order to recruit suitable participants
- Take responsibility for the logistical side of sessions
- Ensure that accurate records are kept of attendance, and that evaluation and feedback forms are fully completed by participants

About you

- Great team player
- Adaptable and flexible
- Personable and committed
- Organised and self-motivated
- Empathetic

Benefits of volunteering

- A chance to meet new people
- Contribute to your local community
- Build your confidence and feel a sense of purpose

Impact of your role

- We appreciate the knowledge, skills, and experience that you bring
- You will help life people from poverty by increasing their skills and resilience

Support

You will be given all the required training and support whilst learning the role.

You will have a main contact throughout your time volunteering. Your main contact will be Fran Chamings

How to apply

For more information, please contact HR@westberks.foodbank.org.uk or fill in our application form found on our website westberks.foodbank.org.uk

Date approved:

Approved By: