

Volunteer Role Description

Title: Voucher Input Administrator

Position Type: Volunteer

When: Weekdays mornings

Time commitment: 10am-11am weekdays

Reports to: Foodbank Manager

Overview of the role:

Food bank vouchers are issued to people by Referral agencies (statutory and charitable organisations e.g., Citizens Advice or the Job Centre). People can then exchange their voucher for a emergency food parcel at a local food bank.

This is an incredibly valuable data entry focused role, inputting data from food bank vouchers into the online Data Collection System provided by the Trussell Trust, giving crucial information about the food bank's operations, and helping to shape its services.

Key tasks

Inputting the data into the Data Collection System

Recording any voucher errors

Liaising with the Referral Agency Coordinator

Liaising with the Food bank manager, as necessary

About you

- A high degree of confidentiality and discretion, including signing our Confidentiality agreement and Data Protection policy
- Excellent attention to detail
- Confident and competent IT skills
- Good organisation skills
- Self-motivated

Benefits of volunteering

- Learn new skills
- Meet new people
- Support your local community

Impact of your role

- Play an essential role in the running of the food bank
- Provide crucial feedback to referral agencies
- Help us to improve the service we provide in the community.

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: