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Burnage Foodbank is looking for a

Volunteer coordinator

**Overview of the role:** This role involves overseeing the day to day supervision and coordination of volunteers across the foodbank. This includes recruiting volunteers, managing rotas, supporting volunteers and managing the process for leavers. You will report to the food bank Project Manager.

We are looking for someone who is fairly flexible and can commit to working 8 hours a week. The role will be working between the centres that we have (currently two).

**Key tasks**

* Managing the recruitment of volunteers in line with best practice
* Overseeing the induction of new volunteers
* Coordinating rotas
* Communicating with volunteers to ensure they are up to date on any news or developments at the food bank
* Acting as the main point of contact for any concerns, compliments or suggestions raised by volunteers
* Processing volunteer leavers
* Liaising with the Project Manager on recognising volunteers.

**About you**

* Strong team player
* Excellent organisation skills
* Excellent interpersonal skills
* Self-motivated and able to carry out responsibilities with minimum supervision
* Strong communicator
* Experience leading or supervising a group of people
* Confident managing rotas
* Confident IT user.

**Benefits of volunteering**

* Using your existing skills to make a difference
* Meet new people who share your passion to eradicate poverty in the community
* Make a real difference to the running of your food bank

**Impact of your role**

* Helping to drive efficiencies in the running of the food bank
* Protecting the future of the food bank
* Developing the reach of the food bank

**Support**

You will be given all the required training and support before starting your role.

You will have a main contact throughout your time volunteering. Your main contact will be *Margaret Witty*

**How to apply**

For more information please contact ( Margaret Witty 07796 448205) or fill in our application form (Burnage.foodbank.org.uk)