

Newquay Foodbank Volunteer Role Profile

Volunteer Role: Volunteer Coordinator
Volunteer Manager: Assistant Manager
Where you will be based: Home based
Time Commitment: 5-10 hours per month



Why you should join Newquay Foodbank:

Newquay Foodbank was founded in 2011 by the community and we work to distribute food and essential items to people in Newquay, and surrounding areas, who are unable to make ends meet. We are a volunteer led organisation and rely on the skills that people from outside our organisation can bring. We are committed to ensuring that we have a sustainable operation both financially and by volunteer support and we must ensure our profile is raised in the community. This is a newly developing team and an exciting time to join us if you like to shape the future. By volunteering as the Volunteer Coordinator, you will support the recruitment of new volunteers. You may have had a background in administration, HR or similar and be a people person.

What you will be doing (including but not limited to):

- Support the Volunteer Manager to process applications and input data onto Assemble (our volunteer management system)
- Order uniform and badges
- Keep the volunteer database up to date

The skills you need:

- Good IT skills, such as Microsoft office and databases
- Organised and able to complete tasks accurately with good attention to detail
- Ability to listen and engage with people from a diverse range of backgrounds and experiences
- Ability to get on with others and be part of a team as well as completing tasks independently
- A willingness to learn about our organisation and our place within the Trussell Trust and align to our campaigns

Benefits of joining Newquay Foodbank:

- Have an enjoyable experience while volunteering for a nationally recognised organisation
- Full induction and training required to undertake your role
- Access to Tempo Time Credits, earning rewards for your volunteering
- Reimbursement of out of pocket expenses
- A Newquay Foodbank uniform
- Learning new skills and utilising your existing skills to make a difference to the community
- Meet new people and be part of a motivated team who share your passion to achieve social justice

By volunteering with Newquay Foodbank, we will ask you to commit to:

- Treating all members of the public with dignity and respect, whilst maintaining an organisational view
- Reading and abiding by the Newquay Foodbank's Policies and Procedures, including agreeing to and attending any training required to undertake your role
- Meeting time and other commitments as agreed