

# Newquay Foodbank Volunteer Role Profile

Volunteer Role: Strategic Project Officer  
Volunteer Manager: Strategic Manager  
Where you will be based: Variable  
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 emergency food and essential items to people in Newquay, and surrounding areas, who are facing a financial crisis. 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. You may have had a background in project management or managing a small team and be a people person.

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

- Support the Strategic Manager to implement various projects with partner organisations, internally or externally. Projects may include campaigns, intervention, prevention or sustainability
- Guide the training & recruitment of project volunteers and support their work
- Help manage workloads, recruiting further help where necessary

## The skills you need:

- Project management or relationship management experience
- Ability to listen and engage with people from a diverse range of backgrounds and experiences
- Good IT skills, including Microsoft Office and database systems
- Organised and able to complete tasks accurately with good attention to detail
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- 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
- Using skills, you already have and learning new ones
- Meet new people and be part of a motivated organisation 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