



GVS Food Share Co-ordinator

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Food Share Coordinator

Responsible to: Operational Manager

Hours: 14 hours

Salary: Scale Point 14 - £23,080 pro rata

Overview

Glamorgan Voluntary Services (GVS) is working at the heart of the community to support a range of services and programmes designed to make a difference to the lives of local people. We are currently recruiting a Food Share Coordinator to lead an established Food Share programme. Reporting to the Operations Manager, the successful candidate will take responsibility for the smooth running and future development of our successful Food Share programme.

Objectives of the post / Main tasks

1. To work closely with our Volunteer Coordinator to maintain and recruit a team of volunteers to support the work with the Food Share programme.
2. Manage the storage and distribution of goods, ensuring food safety practices are adhered to and robust systems are in place to capture stock deliveries, storage, rotation and distribution.
3. Manage and coordinate volunteer hours allocated to ensure effective coordination of programme and pick-up of donated food from local supermarkets.
4. To monitor the budget, liaise with the GVS Finance Manager to ensure swift and accurate payments are made for expenses etc.
5. Develop, implement and maintain effective monitoring and recording systems: capturing and recording data to demonstrate the reach of the scheme, food donations received and food wasted. Provide reports and other information as required.

You will be able to demonstrate the following skills:

1. Ability to communicate clearly and effectively verbally and in written form.
2. Good organisational skills and the ability to work accurately in a fast-paced environment.
3. A team player, able to demonstrate an energy and enthusiasm in their approach to work.
4. A good knowledge of food and nutrition.
5. Have a methodical approach to work and the ability to think on your feet.
6. Willingness to work flexible hours, occasionally in evening for collection of food.
7. To provide support to each volunteer, ensuring all policies and procedures are followed and all support forms are completed including supervisions and appraisals

**Synopsis of Main Terms & Conditions of Service
FoodShare Coordinator**

Tenure

Initially 12 months pending the securing of continuation funding.

Pension

GVS will make an employer's contribution at a maximum of 6%* of your gross superannuable salary in addition to your salary, to a contributory pension scheme into which you will be auto-enrolled (subject to the rules of the scheme). Your contribution will be 2% which will be deducted at source.

*Currently under review

Hours

14 hours per week; some evening work may be necessary

GVS has adopted a flexi time system:

GVS office hours are Monday - Friday 7am to 7pm.

Core hours are 10.00 am – 12 noon and 2.00 pm – 3.00 pm.

Recognised out of hours work will be recompensed by time off in lieu.

Salary scale

£23,080 pa pro rata (£9,232)

Mileage rate

Casual users rate, currently 45p per mile

Holidays

29 days annual leave (pro rata) plus 8 statutory, extra statutory, concessionary and general national holidays (pro rata).

Probationary period

Confirmation of appointment is subject to the satisfactory completion of a probationary period lasting 6 months.

Place of work

Llantwit Major and the Vale of Glamorgan.