



Furniture and Electrical Project Co-ordinator Job Description

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| Reports to: | Senior Project Manager Derby Food 4 Thought Alliance |
| Salary: | £26,000 - £27,755 |
| Hours: | 21 hours per week to work across an agreed pattern in the week – some evening and weekend work |
| Duration: | 18 Month Fixed Term Contract – continuation post this date subject to available funding |
| Responsible for: | Furniture and Electrical Project Volunteer Team |

1. Duties and responsibilities:

- a. The FEP Co-ordinator will be the lead person and focus on the project, setting the ethos and leading the values.
- b. Be the lead contact in the Food 4 Thought Alliance team and ensure the requirements of the project are completely understood and followed.
- c. Network with relevant agencies and authorities in Derby who have expressed an interest in the project.
- d. Oversee all referrals of households needing support.
- e. Oversee all donations and their collections, making sure they meet our requirements.
- f. Attend briefings and training to support this role and organise & deliver training to volunteers and other partners.
- g. Monthly reports to Line Manager.
- h. Support the promotion, communication and media relationship of the FEP within DF4TA
- i. Work in line with current emergency H&S guidelines issued by the Government.

2. General:

- a. Manage delegated budgets relevant to the area of responsibility.
- b. Maintain appropriate records of contacts and actions.
- c. Provide narrative and statistical reports as required.
- d. Work in accordance with the policies and procedures of DF4TA.
- e. Be responsible for own health and safety and that of others.
- f. Be committed to own personal and professional development.

3. Performance management and monitoring

- a. To provide regular reports as required, for internal use, publicity and for funding bodies.

4. Staff responsibilities



- a. Comply with all DF4TA policies and procedures, including health and safety and equal opportunities.
- b. Engage in regular team meetings.
- c. Undertake training and personal development as appropriate.

In addition, the post holder will be expected to carry out any other duties which fall within the scope of the post but not detailed in the above list. This job description is a summary of the main responsibilities and is not intended to be an exhaustive list of duties or tasks.

Person Specification

| Experience | Essential | Desirable |
|---|------------------|------------------|
| Can demonstrate experience in administration, organisation and logistics | ✓ | |
| Ability to lead a team, motivate others, work as part of a team and on own initiative. Can demonstrate this from paid and/or voluntary roles. Good people skills. | ✓ | |
| Good literacy and computer literacy skills, including the ability to log data and compile reports. | ✓ | |
| Experience of practical work with furniture or electrical goods or similar | | ✓ |
| Experience working in or with the voluntary sector | | ✓ |
| Experience of managing a building or facility | | ✓ |
| Knowledge | Essential | Desirable |
| Knowledge and understanding of the issues affecting people in poverty | ✓ | |
| Understanding of confidentiality | ✓ | |

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| Understanding of processes around testing electrical equipment | | ✓ |
| A good understanding of safeguarding and child protection legislation and practice. | | ✓ |
| Knowledge of Derby & it's partnerships and demographics | | ✓ |
| Skills | Essential | Desirable |
| Able to make decisions within their remit and call on escalation points when appropriate | ✓ | |
| Full clean driving licence and keen to drive a van | ✓ | |
| Access to own transport | | ✓ |
| Excellent interpersonal and communication skills with an ability to build relationships with different audiences. | ✓ | |
| Values and Attributes | Essential | Desirable |
| Strong awareness and commitment to equality, diversity, and inclusion. | ✓ | |
| Enthusiastic and self-motivated. | ✓ | |
| Task orientated and focussed on finding solutions. | ✓ | |
| Commitment to working within the policies and procedures of Derby Food 4 Thought Alliance. | ✓ | |

Signed:

Dated:



Application Process

Deadline for applications Tues 4th February 2025 at noon.

Please apply by covering letter and CV to be emailed to home@df4ta.com

Please include 2 references: work reference if you have one, and a personal reference – note that referees will only be contacted if you are offered the role)

Interviews will take place on Wednesday 12th February 2025

Start date – as soon as can be arranged subject to notice periods