

Volunteer Manager



Role Profile

Responsible to:	Foodbank Manager
Responsible for:	Recruiting, inducting, training and retaining the volunteer workforce
Salary:	£27,000 FTE / £16,2000 pro-rata
Hours:	22.5 hours (days/times to be agreed)
Location:	Fred Winter Centre, Stratford upon Avon
Temporary/permanent:	Fixed term contract – 1 year
Expected start date:	1 March 2024

Stratford-upon-Avon Foodbank is a local independent charity founded in 2013, we are part of the Trussell Trust network of foodbanks. The Trussell Trust is an anti-poverty charity who support a network of foodbanks who provide practical support and emergency food to people locked in poverty, and campaign for change to end the need for foodbanks in the UK.

Our foodbank is predominantly run by over 150 volunteers. Our volunteer workforce is the heart of the charity having seen the Foodbank change considerably in 10 years, move location a number of times and seen the demand for our services grow.

Our Mission

To provide emergency food and support in Stratford-upon-Avon and surrounding areas for people in need, and to work with partners to prevent and relieve poverty.

Overall responsibility of the job:

We are seeking a volunteer coordinator to join our small team of staff. The postholder will take responsibility for the recruitment, training, and retention of our volunteer workforce.

The postholder will develop our existing volunteer programme, recruit, and grow the number of volunteers and deploy them into tasks and roles suitable to their individual skills.

Specific responsibilities

- Research and write volunteer policies and procedures, including risk assessments
- Develop new volunteer roles that complement the service
- Develop and market volunteering opportunities to attract new volunteers
- Recruit and select new volunteers
- Develop and deliver an induction and ongoing training programme for volunteers
- Supervise, support, motivate and review volunteers and their work
- Organise and manage volunteer meetings and events including Team Leader meetings
- Manage volunteers on a day-to-day basis including drawing up rotas, maintaining databases and processing expenses claims
- Promote the value of volunteering within the organisation and with our partner agencies across different sectors.

General

- Be part of the Foodbank staff team responsible for the overall management of the Foodbank.
- Generate income, write funding bids, and raise funds to make projects sustainable
- Monitor and evaluate Foodbank activity and write reports for funders and trainees
- Undertake additional duties occasionally, commensurate with grade of this post.