

Post title:	Poole Food Bank+ Drivers' Coordinator
Hours:	12 hours per week (Tuesday, Wednesday and Thursday mornings)
Salary:	£11.50 per hour plus 6% employer contribution
Contract:	Permanent
Primary Location:	PFB+ Store
Line Manager:	Poole Food Bank+ Deputy Manager

What is the Project about?

Faithworks support Food Banks across Dorset, in Blandford, Christchurch, Poole, Southbourne and Wimborne. These café-styled centres now provide a range of support in addition to emergency food.

Poole Food Bank+ includes a main hub called 'Jimmy's', located close to the town centre, a large store located in the Dolphin Centre and five satellite sites based around Poole. With a team of three paid staff and over 40 volunteers it now offers:

- Access to Victim Support
- Debt Advice (from our onsite Community Money Advice team)
- Housing advice
- Women's clothing
- School holiday activity packs
- Signposting for further advice and support
- Support with budgeting and financial resilience

What is the Role About?

Demand at PFB+ and its satellites continues to grow and as such we are recruiting a Drivers' Coordinator to ensure our donated food gets to where it needs to be, and to support the management of our store.

Duties and Responsibilities

- Coordinate a team of volunteer drivers, including recruitment of volunteer drivers if required
- Supervise the movement of stock between sites and undertaking this activity when required
- Ensure vehicles are loaded and unloaded in a safe and effective way
- Be responsible for the care and maintenance of the food bank vehicle and report any issues arising from driving the vehicle to the Store Manager/Deputy Manager
- Assist Store Manager with operation of the Store (on Tuesdays and Thursdays)
- Be responsible for the store in the absence of the Store Manager
- Report any damaged or missing goods to the Store Manager
- Keep the store environment clean and tidy
- Follow all applicable workplace health and safety rules
- Assist with the store inventory controls when required

Skills, Competencies and experience shall include:

Essential experience and skills:

- A valid UK driver's licence
- Be physically fit, able to move and able to undertake manual handling
- Ability to work well with volunteers
- Ability to work clearly and systematically in keeping track of stock
- Demonstrate a good understanding of Safeguarding and Health & Safety and have confidence in raising concerns
- Willingness to go the extra mile when needed
- Experience of supervising and overseeing other people's work

Desirable experience and skills:

- Knowledge of the local area
- Experience of driving a small van
- Experience of safe manual handling
- Previous warehouse experience
- Evidence of Health and Safety competence
- Good communication skills.
- Basic computer skills
- Knowledge of local voluntary and community sector

Key personal characteristics required:

- Agreement with the **values** of the Food Bank and Faithworks, (see Faithworks website)
- Outgoing and friendly
- Honest and trustworthy
- Willing to learn new skills as systems as needs develop
- Good customer skills to build effective relationships with partners
- Excellent team working and communication skills including following instructions
- Ability to take initiative