



# Nourish

A community larder  
and food bank

**FAITHWORKS**  
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Post title:	Larder Coordinator - Nourish
Hours:	16 hours per week (initially Mondays, Tuesdays and Thursdays)
Contract:	Initially 12 months, (with 3 months' probation) with a likelihood of it becoming permanent
Salary:	£12.94 – £13.20 per hour plus 6% employer contribution to pension
Line Manager:	Nourish Manager

## **What is this project about?**

Nourish is a food bank and community larder - the larder being a 'step on' from the food bank for those who can afford to pay a small amount towards their food. And Nourish is also far more than just food. We know that if someone is seeking very discounted or emergency food, there are likely to be a range of factors behind that need. So, we want Nourish to be a place that listens well and helps people to address some of the underlying reasons for needing very discounted or emergency food, such as debt or a housing issue.

So, as well as providing a range of fresh and ambient food we also want to provide support that can help people to get out of crisis and no longer need the larder help because they are back to resilient living. So, there are people on site who provide housing and benefit advice, budget support, cooking courses, access to free school uniforms, shoes, women's clothes, micro grants and far more.

And we know that living with very little income can potentially lead to isolation and so we're seeking to develop spaces where people can get to know others, rediscover confidence and share their wisdom and experience.

As a Christian-based initiative, we believe that the project needs to demonstrate the qualities of generosity, integrity and grace towards those who seek assistance; and we will do this to the highest standards of professionalism and full compliance with appropriate safeguarding and Health and Safety regulation.

## **Overall Purpose of job:**

The Larder Coordinator will work closely with Deputy Manager to:

- Ensure everyone coming into the larder receives a warm welcome and the help they need,
- Help people to access additional support to move out of crisis and no longer need the larder help because they are back to resilient living,
- Ensure the larder dovetails well with the food bank.

Be responsible for ensuring the larder runs effectively and smoothly and has a regular, affordable and sustainable supply of food and other household essentials.

## **Duties and Responsibilities:**

1. Ensure that the day to day operation of the larder is effectively and competently carried out, including managing registers, record keeping, stock control and setting up and packing down;
2. Continue to develop the regular, affordable and sustainable supply of food and other household essentials for the larder;
3. Manage the provision of food and household items for the larder, seeking ways to maximise the choice and sense of control for customers. (*Note – the Deputy Manager is responsible for the provision of food and household items for the food bank*);
4. Working alongside the Deputy Manager, ensure the larder dovetails well with the food bank. Regularly review how the larder is doing in terms of membership numbers, cost of membership and customer experience;
5. Work with the Managers to create a great sense of team between and among colleagues and volunteers;
6. Model how to welcome larder customers, sensitively ensuring that they receive as much practical, relational and spiritual support as they need, including referral and signposting to other support and, where appropriate, the offer of prayer;
7. Reflect the servant-hood nature of Christ, setting an example in how you support those who come to Nourish for help and those who work and volunteer there;
8. Working closely with other managers as part of the overall Nourish operation, help to keep local partners, including churches informed and up to date with the larder's progress and development with quarterly updates;
9. Assist the manager in gathering, collating and presenting data and key stats that help to demonstrate the impact the larder is having;
10. Ensure the larder operates within budget;
11. Work closely with the other managers to help ensure that larder activity is always fully compliant with Health and Safety regulation;
12. Ensure that the larder operates according to the values and ethos of Faithworks and is sensitive to the URC and others who use it;
13. Keep the larder clean, tidy and well presented;
14. Stand in for the Deputy Manager in their absence;
15. Undertake other duties commensurate with the role, as requested by your line manager & the Life Centres Programmes Manager.

## **The Candidate**

## **Skills, competences and experience**

We're looking for "character" and "chemistry", as well as competence, so, *we're looking for this range of skills:*

1. Coordinating a project: Able to "keep the main thing, the main thing"; can help to get things done, keep to a timetable, produce tangible results, help keep activities safe and organised. Able to achieve great results but with humility;
2. Ability to work with the other managers to manage Change: Able to embrace change and demonstrate adaptability and flexibility in the middle of an evolving project;
3. Ability to work with the other managers to manage Risk: understands safeguarding and H&S: not afraid to raise and escalate issues if activities are not safely run for all concerned;
4. Emotional Intelligence: Discerns how people (church leaders, partners, staff and volunteers) are wired and finds ways to bring the best out of them; understands what an individual needs at a given moment – not officious or easily angered;
5. Working well with Volunteers: Great with volunteers – able to see the difference with working alongside staff; able to help inspire and encourage;
6. Great at helping to build Partnerships: a facilitator; able to help build coalitions and find agreed steps forward; able to resolve issues with tact and positivity; keen to learn from others;
7. Ability to influence and network: Inspiring; able to help "cast" a vision and help people get on board without taking over; a great communicator verbally and in writing;
8. Ability to work with the other managers to manage information: Able to record information securely and follow GDPR guidelines;
9. Prayerful: turns to prayer easily but with "gentleness and respect" to guests and those in the team and ready to explore the Christian faith with others;
10. Managing self – will go the extra mile for the work, able to take initiative, be flexible and work independently
11. Agreement with the values of Faithworks: [FW Our Values.pdf](#)

## **Other essential experience and skills:**

- Sound appreciation of the needs of those in crisis, and some experience of responding to such needs with care and sensitivity,
- Evidence of managing data and using IT effectively,
- Good communication skills both externally in order to inspire and develop partnerships, and internally in order to get the best out of team members,
- Ability to travel.

## **Desirable experience and skills:**

- Experience of monitoring the performance of a piece of work to ensure that it can be seen to be meeting the given objectives,
- Knowledge of local voluntary and community sector,
- Evidence of Health & Safety and/or First Aid training/competence.

***Key personal characteristics required:***

- Agreement with the values of Faithworks,
- Passionate about helping those in need in the community,
- Outgoing personality, a friendly yet efficient style and the ability to establish a rapid rapport with people,
- Able to model a high standard of integrity to volunteers, referrers and guests,
- A self-starter – can take initiative; but also, a willingness to learn new skills as systems and needs develop,
- Flexible and always thinking about ways to improve the service.

Please note that as this role will include working with vulnerable adults, anyone applying for a role which involves a regulated activity and certain controlled activity will require a criminal records check from the Disclosure & Barring Service.