

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Food Bank Coordinator</b>
<b>HOURS:</b>	<b>Part time, 4 days week inc. some evenings &amp; Sundays</b>
<b>LOCATION:</b>	<b>London</b>
<b>REPORTING TO:</b>	<b>Head of Community Programming</b>
<b>SALARY:</b>	<b>£25-27,000 (pro-rata)</b>
<b>ANNUAL LEAVE:</b>	<b>20 days plus statutory and Jewish holidays (pro-rata)</b>

### **ABOUT JW3:**

JW3 is a non-profit Jewish Community Centre based in London NW3, open to all, regardless of race, religion, belief, gender, sexuality, ability or age. We opened our doors in October 2013 and currently receive over 200,000 visits each year to our purpose-built centre that houses a Cinema, Restaurant, Bar, Café, Nursery, and over a dozen spaces where a year-round programme of over 6,000 activities takes place, including adult education, language classes, theatre, music performances, youth programmes, after-school activities, food & drink workshops and demonstrations, parties, 'big name' talks and debates, films, family programmes and more. We are a registered charity and a company limited by guarantee.

*Our Vision is of a vibrant, diverse, unified British-Jewish community, inspired by and engaged with Jewish arts, culture, learning and life. We aim to do this by:*

- *Create outstanding events, activities, classes and courses – the diversity of which reflects the diversity of our community;*
- *Offer multiple entry points into Jewish life, culture and community for the widest possible range of people regardless of age, background or belief;*
- *Increase the quality, variety and volume of Jewish conversation in London and beyond.*

### **PURPOSE OF ROLE:**

**Working as part of the Community Programming Team, the Food Bank Coordinator will deliver a year-round food provision service for the local community through the JW3 Food Bank and Cooking for the Vulnerable Programmes; develop and sustain food provision partnerships; coordinate and manage volunteers in the administration and delivery of the services; and implement volunteer and programmatic strategies, in line with our mission and values, to support those suffering from food poverty in the Camden area and beyond.**

### **SPECIFIC RESPONSIBILITIES & DUTIES:**

- **Oversee the day-to-day operations of the JW3 Food Bank and Cooking for the Vulnerable Programmes, including: sourcing food provisions and coordinating deliveries; managing donations; storage; managing inventory; distribution to beneficiaries; minimizing food waste.**
- **Coordinate and manage Food Bank volunteers when on site.**
- **Be the first point of contact for all enquiries (excluding new volunteer inquiries) regarding the Food Bank and Cooking for the Vulnerable at JW3.**
- **Work alongside the Social Action and Volunteer Programmer to implement appropriate monitoring and evaluation mechanisms to both record basic volunteering information - such as hours volunteered; which roles; feedback etc. - and continually assess the effectiveness of volunteers and volunteering at the JW3 Food Bank**
- **Work alongside the Social Action and Volunteering Programmer to ensure foodbank volunteer records are accurate and up to date, and to plan and implement appropriate volunteer induction and training programmes for Food Bank volunteers.**

- Liaise with local partners as part of a matrix of service provision and to continually assess and develop our understanding of the needs of beneficiaries to enhance the service we can offer beyond the food we provide.
- Work with existing partner organisations, implementing and managing all relevant partnership agreements for the Food Bank, and develop new partnerships as appropriate.
- Develop and maintain intake and tracking systems for food provision, distribution (beneficiaries), and donations.
- Work with other JW3 programmers to identify and plan collaborative programmes highlighting JW3's food provision services.
- Be present at key JW3 Food Bank events and volunteer-run activities, either to run them, or to support those running them. These events may take place on Sundays and in evenings.
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- Produce and manage budgets within agreed parameters for all your activities and events in a timely fashion, including tracking the actual income and expenditure and producing financial event reports after events are completed.
- Negotiate financial arrangements with partners and providers as appropriate, and ensure they work to those agreed financial parameters.
- Where possible, identify opportunities for external programme/project funding, and work with colleagues in the JW3 Development team to secure new funding and report on any funding secured.
- Ensure that all Food Bank activities are run in a safe and responsible way. This will involve risk assessments for specific activities and events; ensuring that all relevant JW3 policies and procedures are adhered to, including all Health & Safety, GDPR and Safeguarding procedures where necessary; and ensuring that these procedures and policies are understood by all relevant volunteers with respect to their involvement.

#### **GENERAL RESPONSIBILITIES:**

- Participate in internal team meetings, one-to-one line management supervision, staff days and training sessions – some of which may be based outside of JW3.
- Help promote the JW3 programme to our existing and potential audiences and seek to grow their loyalty and affiliation.
- Support the Programme Heads, the Director of Programming and the Marketing Team in devising approaches to seeking out new audiences.
- Undertake other reasonable duties as required by your line manager or member of the Senior Leadership Team.

#### **REVIEW ARRANGEMENTS:**

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

#### **PERSON SPECIFICATION**

**All staff must wholeheartedly buy into JW3's mission, vision, values and guiding principles. A belief in the importance of inclusivity and working cross-communally, and a commitment to high quality Jewish engagement, arts and culture, and community-building is critical.**

### **Essential Skills, Knowledge and Experience:**

- Experience of successfully coordinating and managing volunteers.
- Strong organisational and project management skills.
- Proven ability to work well under pressure, managing multiple projects within agreed timescales.
- Experience working with multiple partner organisations
- A commitment to, and understanding of, the needs of Jewish community and JW3's target groups.
- Effective team-working and collaboration skills. The ability to work with a team of colleagues in a collaborative way in an environment where work is shared in order to meet tight deadlines.
- Empathy and social skills - in order to understand the perspective of others, respond to needs and expectations and build effective working relationships, e.g. with partner organisations, programme providers, colleagues etc.
- Effective negotiating, influencing and persuasion skills at an appropriate level.
- Communication – excellent verbal and written communications skills. Able to build networks, articulate the vision and mission of JW3, and excel in communicating with the public, colleagues and stakeholders.
- Self-direction - ability to work on own initiative and without direction. Ability to structure own time, use initiative, prioritise effectively to deliver on the organisations' key goals.
- High level of IT competency, including demonstrable effective use of Word, Excel & Outlook.

### **Desirable Skills, Knowledge and Experience**

- Experience working with food provision
- Knowledge of social action programmes and socially engaged arts practice.
- Knowledge of local and national initiatives addressing food poverty.
- Experience planning and organising projects, events and year-round programmes/activities that meet organisational goals.
- Personal experience of being a volunteer, preferably in a community or cultural organisation (e.g. a community centre, arts centre, theatre, youth organisation, educational establishment etc).
- Understanding of relevant organisations and structures within the British Jewish community.
- Experience of working with vulnerable groups.
- Previous Safeguarding training/certification
- Experience of working with development/fundraising teams and grant writing.
- Experience of working with database systems

### **Personal Qualities**

We are looking for someone who:

- Is articulate, charismatic and dynamic and can motivate others.
- Is committed, reliable, capable of being self-directed while being a strong team player.
- Has a hunger to learn and ability to respond to feedback and learn from mistakes.
- Enjoys working with a variety of communities and key stakeholders in community and volunteer engagement.
- Has a proactive and flexible approach to work, including a willingness to work outside "regular" hours e.g. in the evenings, weekends and Bank Holidays - as required. JW3 is a venue which is open six days per week from 9am until 11pm and the post holder will be required to work outside of "normal" office hours, in particular for events and activities taking place on Sundays.

### **Qualifications**

Preference will be given to those with relevant qualifications.