



Food Bank Admin

Volunteer Job Description

This role would likely take up two or three hours on three days of the week. The role can be split amongst two or three volunteers, but each volunteer must be able to help out on one day a week at least.

This role will involve putting out adverts for delivery volunteers on Whatsapp, coordinating their responses and allocating each delivery volunteer a certain number of meals or parcels, based on their mode of transport. This is updated and maintained on a spreadsheet. You will also be in regular contact with drop in volunteers and staff, who may refer clients to be added to the delivery list. This is a role suitable for someone with previous administration experience or someone who is willing to learn and take responsibility for administration.

Role Requirements

- Volunteers must be over 18 years old.
- Able to work independently, with coordinator available to support as needed.
- Confident with spreadsheets, Whatsapp and telephone communication.
- Confident with spreadsheets, Whatsapp and telephone communication, or willing to learn these skills.
- Be able to persevere and able to support people facing a range of obstacles - Able to work within established boundaries.
- Reliable and good time-keepers.
- We will make sure that we keep the families we are in contact with safe and all volunteers will need a DBS check, which we will be able to help you with.

Role Benefits

- A supportive working environment.
- Experience in delivery administration.
- Experience with spreadsheets.
- Opportunities for training.
- Opportunities to take up other volunteering roles within the North Hackney Neighbourhood Alliance.

Application

If you would like to apply for this role, please complete the form linked below or email oliver@theroundchapel.org.uk or if you would like to speak further about the role, please ring Oliver on 07375574323.

[Application Form](#)



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