

REVELATION CHURCH

FOODBANK ADMINISTRATOR Revelation Church London

Hours: 14 hours per week

Salary: £22-24k (FTE, subject to experience)

Contract: One Year Fixed Term

Location: Revelation Church Office, The Busworks, London, N7 9DP

Role Summary

We are seeking a passionate and dedicated individual to join our Foodbank team at Revelation Church. This role is ideal for someone who is driven by a desire to make a tangible difference in the community. As a Foodbank Administrator, you will play a crucial role in supporting those in need by connecting them with essential resources, managing our communications, and ensuring the smooth operation of our Foodbank through various administrative tasks.

Key Responsibilities

Administration

- Managing the Foodbank office, including Foodbank email account, phone line and office supplies
- Assist the Foodbank Manager with administrative duties, including organising Food Bank events, managing resources, conducting risk assessments
- Coordinating food collection drop-off points and developing relationships with donation centres

Client Support & Signposting:

- Provide guidance to clients during Foodbank sessions by directing them to relevant support services and organisations.
- Attend training sessions and network with local agencies to keep an up-to-date resource directory.

Communications & Social Media:

- Develop and manage engaging social media campaigns to raise awareness of the Foodbank's work.
- Create content for a monthly newsletter to update supporters and partners on our activities and impact.
- Keeping agencies, voucher holders and community leaders informed of changes to the Foodbank via newsletter

Key Skills

- Organisational Skills: Strong ability to prioritise tasks, manage time effectively, and stay organised.
- Problem-Solving: Able to work independently, identify challenges, and implement effective solutions.
- Communication & Interpersonal Skills: Strong written and verbal communication abilities, with a talent for building relationships.
- Project Management: Experience or interest in managing and coordinating projects.
- Social Media Savvy: Enthusiasm and experience in social media management.
- Reliability & Flexibility: Dependable with the ability to adapt to changing needs and circumstances.
- Tech Proficiency: Skilled in Microsoft Office (Word, Excel, Email).
- Financial Literacy: Comfortable with basic financial tasks and systems.

Working Hours

- 14 hours per week (with availability on Thursdays required for Foodbank opening hours)
- Occasional evening and weekend work may be required for Foodbank events. Revelation Church operates a Time Off in Lieu (TOIL) policy for any hours worked outside of standard hours.

Compensation & Benefits

- Salary: £22-24k (FTE, subject to experience)
- Contract: Fixed Term (12 months)
- Reporting to: Kalisha Okore (Foodbank Manager)
- Holidays: 13 days paid holiday

Application Details:

- Start Date: October 2024
- Closing date: Applications close at midnight on Sunday 15th September 2024
- Interviews: scheduled for the week commencing 23rd September 2024.

To apply, please send your up-to-date CV and a cover letter (including contact details for two referees – one personal and one professional) via email to Kalisha Okore at kalisha@kentishtown.foodbank.org.uk

For more information, please contact Kalisha at 07445 693763 or via email.