



Food Club Co-Ordinator

Days of work:	Tuesdays and Wednesdays
Location:	St Edmund's Church, 464 Katherine Road, Forest Gate, E7 8NP
Hours and pay:	Part time, 15 hours a week at £15 per hour
Duration:	10 months, fixed-term – with potential to extend to 1 year
Deadline:	Friday 22 nd September 2023, Midnight.

Interviews to take place week commencing 2nd October 2023

Description:

Alternatives Trust East London, known as Alternatives, is a small charity that provides holistic support to vulnerable families in Newham in the context of mental health. In 2021 the charity worked with 441 individuals, including women and children, a 30% increase on the pre-Covid years.

We are looking for someone to co-ordinate the running of the Alternatives Food Club for 10 months, fixed term. The Food Club enables parents and pregnant women who may be in long term food support need, to access surplus and donated food and build community with each other for a small membership contribution.

The role will be based at St Edmund's Church, Katherine Road E7 8NP, but some travel around the London Borough of Newham may be necessary. This role includes management of foodbank volunteers, training can be made available in order to do this.

General objectives:

1. Women and children will be less hungry and have healthier diets.
2. Community support will increase, as Food Club members and others from the local community volunteer at Food Club.
3. Families living in poverty gain access to other help they need to secure their children's wellbeing.

Main Duties:

- To manage all of the food distribution at Alternatives Trust East London.

- To liaise with our food provision partners to ensure delivery.
- Ensure food stock is sufficient by shopping if necessary.
- Manage the budget and membership fees and report back to our finance manager.
- To manage a team of volunteers ensuring they feel listened to, respected and utilised as well as adhere to training within their roles.
- To ensure all health and safety procedures are adhered to and accurate records are kept.
- To plan extra aspects of food club to enhance the empowerment of clients.
- To build relationships with the clients, making them feel welcomed and respected at all times.
- To register new members and keep all records in accordance with GDPR.
- Pass any safeguarding concerns on to the safeguarding Officer.
- Refer clients to the Casework Coordinator or Family Support workers if other needs further than food insecurity arise.

Skills required:

- Organisational skills
- Strong interpersonal skills
- Basic computer skills
- Good people management and relationship building
- Ability to manage budgets
- Work well in a team
- An outgoing, cheerful and encouraging disposition

Preferred but not required:

- Food hygiene certificate
- UK Driver's license and access to a car

Food Club Co-ordinator will be managed by the General Manager and will attend regular supervision meetings. They will communicate with other members of staff and be expected to attend regular wider staff meetings. The post holder will be provided with adequate training and support to fulfil any areas of the role they are not currently qualified to fulfil.

How to apply:

Please email alternatives@altel.org.uk with a CV and short covering letter that outlines your experience and why you would like to do the role.