

## FareShare

### Job Description - Office Coordinator/Assistant

Reporting to: Office Coordinator/Assistant

Location: London, Deptford

Hours: 35 hours a week, 9-5 Mon-Fri

Salary: £21,000-£24,000

### About FareShare

FareShare now operates 21 Regional Centres around the UK. The majority of these are run by local charitable organisations we call our Delivery Partners. This enables us to be a UK-wide organisation yet also think and behave with local concerns at the heart of our actions. We support 9,653 local charities and groups - our Community Food Members. Over the past year 16,992 tonnes of food were redistributed by FareShare Regional Centres nationwide, feeding 772,000 people every week. We operate across 1,500 towns, cities and villages and we save UK charities and community groups more than £28 million each year.

Hunger is a growing issue in the UK and while there is surplus food that is otherwise going to waste, we believe that this food should be used to feed people first. Demand far outstrips supply.

### FareShare's Strategy & Vision

**Vision:** We have the vision of a UK where “No good food goes to waste”.

**Mission:** To use surplus, fit for consumption, food to feed those who are vulnerable in the UK by supporting front line charitable organisations that tackle the cause and not just the symptoms of food poverty.

**Our Purpose:** We are doers. We are a community. We change lives.

**Our Values:** **Passion** - for our cause and the challenge that lies ahead

**Ambition** - to go the extra mile and drive the change that must happen

**Respect** - for ourselves, each other, our volunteers, our partners and our beneficiaries

**Collaboration** - it's only by working with others that we can be stronger

FareShare aims to be an equal opportunity employer

**Focus** - on providing the best service possible so that we deliver and achieve the most for our clients/customers.

## Main areas of responsibility

- Ensuring that the working premises and environment are safe, secure, suitably equipped and functioning to support all staff and volunteers to do their job
- Providing general in-office support e.g. organisation of office environment, filing, setting up meeting rooms, problem solving, to ensure a smooth and well-run office
- Acting as liaison with property management, utilities, maintenance, telephones
- Working with other external providers to ensure that team has functioning office equipment, tech support, and office supplies
- Ensuring all office equipment is serviced and operating fully
- Liaising with booked contractors and quality checking their work onsite
- Completing necessary paperwork and working with Finance to track any relevant invoices
- Providing administrative support as part of the Finance/HR/Office Administration team
- Working with the Office Manager as part of a well-run support team

## Person Specification

As an employer committed to Equal Opportunities, we will assess applications in line with these criteria that we consider either as being essential or desirable in this role.

### PERSON SPECIFICATION

- Evidence of previous experience to indicate suitability against the job description
- Ability to set and stick to priorities
- Excellent written and verbal communication
- Proven ability to provide a customer focused service
- Excellent, proven organisational skills
- Preparedness to roll sleeves up and get stuck in to solving problems
- Organised and able to work under pressure
- Excellent attention to detail.
- Good IT skills and self-sufficient on all standard Microsoft systems