

FareShare

Job Description - Member Services and Admin Coordinator

Reporting to: Warehouse Manager
Location: South Wigston, Leicestershire
Hours: Minimum of 20 hours per week working Wednesday, Thursday and Friday, Part Time
Salary: £18, 000 pro rata

About FareShare

FareShare East Midlands is a local charity fighting food poverty by tackling food waste. We source food that is surplus to requirements - from retailers and manufacturers - and engage many volunteers to help redistribute this to local charities and community groups and provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, School breakfast clubs, community centres and those recovering from addictions).

The Role

We are looking for a flexible self-motivated individual to join our staff team as a Member Services and Admin Coordinator.

You will have excellent customer service skills and be a confident communicator both written and verbal. Attention to detail and the ability to see the job through is a must, combined with a proactive approach.

As energetic team member, with good IT skills, we are looking for a commitment to doing a great job combined with an ability to work with and support our members.

How to apply

Interested? CV's plus a covering letter explaining how your abilities and experience would fulfil our requirements are acceptable.

Please send to Alyson Oliver, Customer Services Manager email alyson.oliver@fareshare-eastmidlands.org.uk or post to Alyson Oliver FareShare East Midlands, 10 Wilson Road, South Wigston, Leicestershire LE18 4TP.

Closing date is Thursday 15 November, 2018 with interviews taking place week beginning 19 November 2018.