

Fighting hunger, tackling food waste

**Volunteer Administrator**

**Reporting to:**  Volunteer & Employability Manager (East)

**Location:** FareShare Midlands (Nottingham)

**Contract:** Permanent

**Hours:** Part time, 20 hours per week (some flexibility)

**Salary:** £18,525 FTE (£9,880 pro rata)

**About FareShare Midlands**

FareShare Midlands is the region’s largest food redistribution charity, fighting food poverty and hunger by tackling waste. We source good quality food that is surplus to requirements from retailers and manufacturers. We rely on an army of volunteers to help redistribute this food to 550 frontline charities such as school breakfast clubs, community centres and organisations supporting those who are homeless, unemployed, socially isolated and recovering from addiction. These organisations provide meals and food parcels to more than 35,000 vulnerable people every week. **Find out more: https://faresharemidlands.org.uk.**

**The Role**

This role will work closely with the Volunteer & Employability Manager (East) to coordinate and administrate the daily running of our volunteer programme in the Nottingham area. You will be responsible for the timely collection, processing and updating of all volunteer data for the volunteer teams in your area.

You will also ensure that compliance data such as food hygiene certificates, driving licence checks etc. are completed and recorded within expected timeframes.

The role will involve working closely with the operations teams to ensure that volunteer inductions are completed, and site rotas are maintained.

Some travel may be required to other FareShare Midlands depots.

**Main Responsibilities**

1. **Volunteer Administration**
* Ensure that all new applications are responded to and processed in a timely and professional manor
* Ensure that all induction paperwork is completed and recorded prior the volunteer starting
* Carry out on site inductions for new volunteers
* Ensure that all volunteer records including contact details are maintained and up to date
1. **Volunteer Compliance and Training**
* Take appropriate volunteer references within agreed timescales
* Administrate and monitor food hygiene online training for all volunteers
* Ensure that drivers licence checks are completed and recorded
* Support volunteers to get the most out of the training that is available to them
* Coordinate other compliance and training programmes as required
1. **Volunteer Systems management**
* Ensure that the National Volunteer Management System is up to date at all times
* Ensure that reporting data for FareShare UK is available as required
* Maintain the active volunteer list for each depot in your area
1. **Operational support**
* Support the development and maintenance of depot volunteer rotas
* Liaise with volunteers for the operational team as required
* Support volunteer activities and events

**Person Specification**

**Essential Experience, Skills and Qualities**

* Able to establish and maintain systems and accurate recording of data
* Experience of working with people from a diverse range of backgrounds
* Good communication and interpersonal skills, with the ability to deal with people at all levels
* Enthusiastic and self-motivated with good team-working skills
* Good time management with ability to manage workloads to meet deadlines
* IT literacy, in particular of using Microsoft applications (Outlook, Word, and Excel)
* A commitment to Equal Opportunities and inclusivity
* To subscribe to the ethos, vision and mission of FareShare Midlands

**Desirable**

* Experience of supporting volunteers
* Experience of supporting adults with additional support needs
* Experience of using volunteer management systems
* An understanding of Food Safety and Health and Safety legislation
* Full clean driving licence and have access to a vehicle so that travel between depots as needed

**How to Apply:**

If you would like to apply for this role, please submit your CV and a covering letter setting out why you consider yourself suitable for the role to recruitment@faresharemidlands.org.uk

**Closing date** for receipt of applications is midnight on Sunday 21 November 2021