

Warwick Volunteers



Coventry Foodbank Project Leader

About Coventry Foodbank

The foodbank is a project founded by local churches and community groups, working together towards stopping hunger in Coventry.

They aim to provide their clients with three days' worth of emergency food, along with other support beyond food to help them solve their crisis.

Coventry foodbank is part of the Trussell Trust's UK foodbank network. Coventry Foodbank is managed by Feed the Hungry UK (charity number. 1112955)

Volunteers will help to sort through the donations they receive so that they can go to people in crisis.

Roles & Responsibilities:

- Promote the project and actively recruit volunteers. Including updating the project webpage and creating publicity resources as required.
- Liaise with Coventry Foodbank to arrange regular sessions throughout the year.
- Arrange transport to Coventry Foodbank
- Update volunteers with all the relevant information prior to the volunteer activity
- Manage a project budget.
- Recruit and train a small team of Session Leaders to help support volunteer activities.
- Create a spreadsheet to record activities and volunteer attendance.
- Review and update the project risk assessment and volunteer brief with support from Warwick Volunteers.
- Maintain regular communication with the Warwick Volunteers staff team to keep them up to date with progress and inform them of any issues.
- Gain feedback and quotes from volunteers and community partners.
- Prepare a handover for the new Project Leaders.
- Actively uphold Warwick Volunteers policies and procedures

All Project Leaders will receive ongoing support and guidance from Warwick Volunteers and will work alongside a designated staff member.