

Warwick Volunteers

Warwick Foodbank Volunteers 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.

About Lillington Food Pantry

Community Pantries aim to provide a medium to long-term solution to help individuals and families facing food insecurity.

Coventry Foodbank and Lillington Food Pantry are managed by Feed the Hungry UK

Roles & Responsibilities:

- Promote the project and actively recruit volunteers. Including updating the Volunteering Portal, attending the Volunteering Fair and creating publicity resources as required.
- Liaise with Coventry Foodbank and Lillington Food Pantry to arrange regular sessions throughout the year.
- Organise food collections and liaise with Rootes Grocery Store to arrange donation stalls.
- Arrange transport to Foodbanks
- 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.
- Update project and volunteer records on the Volunteering Portal and in the project folder.
- 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 and Session 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.