

EDINBURGH CITY MISSION

JOB DESCRIPTION

PART-TIME FOOD COORDINATOR (12 HRS/WEEK)

12 MONTH FIXED TERM

£22,000 (pro rata). Closing Date: 5pm on Friday 28th May

The role of the Food Coordinator is to ensure that our network of Foodbanks+ and Soul Food meal/s are properly stocked with the right food. The Food Coordinator will report to the Office Manager and will work closely with a team of volunteers to ensure supplies are delivered in a timely manner to the appropriate locations.

Edinburgh City Mission's vision is to "help create a mission movement across Edinburgh by stimulating and strengthening the church's mission in the city." The Food Coordinator will play a role in praying for and supporting this vision through strengthening the church's mission by ensuring the delivery of food and other essential supplies to the Foodbank+ network and Soul Food meals.

This position reports to the Office Manager (or the CEO in their absence) who can make changes to the Job Description to fit the requirements of the organisation, in discussion with the post-holder.

The position requires an element of flexibility in terms of the shape and direction of the role, as the Mission grows, and occasionally requires working some evenings and weekends (with time off in lieu).

The post-holder must be a committed Christian (see Occupational Requirement below).

FAITH-INSPIRED, CHURCH AND TEAM LIFE, AND COMMUNITY CONNECTED

- Rely on God through personal prayer and Bible reading/ study
- Be committed to living and worshipping in, or near, Edinburgh
- Regularly participate in Edinburgh City Mission team meetings and devotions; share updates with the rest of the team regularly, actively and positively; and engage in team social media groups
- Be committed to Edinburgh City Mission values: love, generosity, unity, justice and pioneering

GENERAL RESPONSIBILITIES

- Oversee and participate in running The Storehouse, our food distribution unit, and any volunteers who work there
- Act as first point of contact for Foodbank+ food coordinators, receiving and processing weekly orders and answering queries
- Oversee and participate in bulk food purchases (**use of a car is essential**)
- Oversee and coordinate the "top-up" food distribution to Foodbanks+ and Soul Food (liaising with volunteer drivers and Foodbank+ food coordinators and appropriate members of our staff team)

01/05/21 Fiona Russell

- Identify new volunteer opportunities and help with recruitment and induction
- Develop a system of stock management
- Liaise with the Administrative Assistant to ensure the timely payment of bills, invoices and expense claims
- Act in a professional manner at all times

SUPPORTING MISSION

- Attend at least 4 City Vision/Refugee prayer meetings a year, to share and pray with supporters

RECORD-KEEPING, REPORTING AND EVALUATION

- Keep a record of stock delivered to each Foodbank+ and Soul Food
- Report on the above to the Management Team on a monthly basis
- Participate in an annual appraisal conducted by the Office Manager
- Perform any other relevant duties as may from time to time be reasonably required by the Management Team

All employees are required to agree to follow our Adult Protection Policy and other policies.

OCCUPATIONAL REQUIREMENT (OR)

Edinburgh City Mission offer our services and support on a non-discriminatory basis as modelled by Jesus in the gospels, and in accordance with the Equality Act (2010).

It is essential that the Administrative Assistant is committed to the vision, doctrine and ethos of Edinburgh City Mission, sharing our core beliefs and values as they will represent the Mission to the public, churches, church leaders and other organisations.

All employees are required to agree to our Statement of Faith and Conduct.

On the basis of the above, we believe that it is appropriate to apply an Occupational Requirement to this position.

Personal Skills and Attributes	Essential	Desirable
Evidence of an infectious and growing personal faith in Jesus	✓	
Active involvement in a local church and City Mission team life	✓	
Professional, courteous, respectful and confident	✓	
Evidence of reliability, strong organisational skills, including working to deadlines	✓	
Good communication skills	✓	
Ability to work reliably without immediate supervision	✓	
Ability to take good decisions within established procedures	✓	
Experience of stock management		✓
Experience of working closely with volunteers		✓