

## **Edinburgh City Mission – Job Description**

### **Part-time Storehouse & Food Van Coordinator (15 hrs/week)**

Salary: £25,700 (pro rata).

Closing Date: 5pm on Friday 25<sup>th</sup> February. Interview Date: Wednesday 23<sup>rd</sup> March.

### **Overall Purpose**

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 Storehouse and Food Van 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. They will work closely with a team of volunteers and there will be opportunity to develop use of the Food Van into the future.

### **Employment Details**

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). Some heavy lifting of bulk food supplies is also required.

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

This position reports to the Office Manager (or the CEO in their absence) and should work in a positive way with the Edinburgh City Mission team.

### **Job details**

- Oversee and participate in running The Storehouse, our food distribution unit, and the team of Storehouse and delivery driver volunteers
- 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
- Oversee and coordinate the "top-up" food distribution to Foodbanks+ and Soul Food and collection of food donations eg from schools, excess supplies from other Foodbanks+
- Develop a system of stock management
- Develop and coordinate a rota of drivers to deliver supplies to the Foodbanks+ using the new Food Van
- Coordinate the running and maintenance of the Food Van (eg fuel, maintenance, servicing, repairs, etc)
- Develop and oversee use of the Food Van beyond Foodbank+ deliveries, in liaison with the Management Team and other relevant outreach team members
- In liaison with the Volunteers Coordinator, identify new volunteer opportunities and recruit, induct and train new volunteers to provide a pool of regular and flexible drivers and ensure cover
- Develop a strong team of volunteers, ensuring good and supportive working relations and organising team meetings where possible and appropriate
- Liaise with the administrative team to ensure the timely payment of invoices and expense claims, and to ensure driver checks are carried out for new volunteers
- Where appropriate, develop links with supermarkets, schools, businesses, etc for donations

### **Supporting Mission**

- Attend at least 4 City Vision/Refugee prayer meetings a year, to share and pray with supporters
- Attend Edinburgh City Mission's annual Restless for Mission conference

## Record-keeping, Reporting and Evaluation

- Keep a record of stock delivered to each Foodbank+ and Soul Food
- Continually evaluate the running of the Storehouse and Food Van and make improvements as required
- Report on Storehouse and Food Van activity to the Management Team
- Participate in an annual review

## Personal Engagement

- 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
- Perform any other relevant duties as may from time to time be reasonably required by the Management Team

Changes to the above should be agreed with the Office Manager.

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 Storehouse and Food Van Coordinator 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, excellent organisational skills, including working to deadlines | ✓         |           |
| Good communication and interpersonal skills  | ✓         |           |
| Ability to work reliably without immediate supervision                                   | ✓         |           |
| Ability to take good decisions within established procedures                             | ✓         |           |
| Good team player   | ✓         |           |
| UK Driving Licence   | ✓         |           |
| Experience of vehicle management   |           | ✓         |
| Experience of supervising volunteers and developing a strong team                        |           | ✓         |
| Experience of stock management   |           | ✓         |