



Euston Foodbank
St Pancras Church House ground floor
1 Lancing Street (off Eversholt St)
Near the east side of Euston Station
London NW1 1NA

Charity number 1172880 Patron: Sir Keir Starmer QC MP
Chair: Revd Dawn Savidge, Bloomsbury Baptists Secretary: Dorothea Hackman, St Pancras Parish Church
Treasurer: Fr Jeremy Trood, St Aloysius RC Church Somers Town

Job Description and Application Form.

ROLE:	Euston Foodbank co-ordinator posts
BASED AT:	1 Lancing Street NW1 1NA
REPORTING TO:	Board of Trustees
HOURS:	Part or full-time, Hourly Negotiable, Job Shares welcome
SALARY:	£12,500 - £14,500 0.5 post, £12-14/hour, depending on experience
START DATE:	May 2019 or as agreed with the Trustees
HOURS OF WORK:	Normally 20 hours/week with fixed core administrative hours and flexible working for evening and weekend distribution sessions
ANNUAL LEAVE:	28 days including 8 public/bank holidays pro rata for part-time/jobshare

Overtime agreed in advance will be paid at an hourly rate or time off in lieu arrangements. Reasonable expenses and business related mileage/travel agreed in advance will be reimbursed.

Appointment will be subject to enhanced DBS check and references, and a satisfactory completion of a probationary period initially for 3 months with a notice period of 1 week. After completion of probation the notice period will be 4 weeks on either side.

To be considered for the post, please send a completed application (below) OR CV and covering letter of no more than 2 sides A4 detailing how you meet the criteria to admin@euston.foodbank.org.uk as soon as possible, but no later than 9am Tuesday 21st May to be considered for shortlisting and interview that week, please state your availability that week. We will continue to receive applications and interview in the event all appointments are not made. Euston foodbank reserves the right to appoint a candidate prior to the closing date, so it is in your interest to apply as soon as possible.

Euston Foodbank supports people in crisis situations with 3 days of emergency food supplies. Since 2017 we feed an average of 50-90 households a week (up to 450-500 individuals a month, 5 and a half thousand a year) and have collected and distributed 85 tonnes of food. After two years of operating, Euston Foodbank is now entering an exciting new phase. We are looking for confident co-ordinators to move the charity forwards to becoming a sustainable enterprise. In due course we plan to appoint a Project Manager to line-manage the co-ordinators and carry on the strategic relationships of the Foodbank.



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Euston Foodbank operates four distribution sessions from Lancing Street each week, Tuesdays 12-4, Thursdays 5.30-7pm, Saturdays 11-12.30 and Sundays 2-3.30pm. Securing the supply chain is a major challenge in order to support people in crisis in our community because of low income, benefit delays, debt, domestic violence, illness and homelessness.

Euston Foodbank is an independent charity affiliated with the Trussell Trust network of foodbanks in the UK and working with front-line care professionals from 100 organisations in the borough of Camden.

Purpose: The Co-ordinators of Euston Foodbank will be responsible for the operational management and sustainability of the foodbank franchise in Euston, (The Euston Foodbank). They will contribute to the development and ethos of the Foodbank. They will report directly to the board of trustees until the Project Manager is appointed.

Main Duties

- To contribute to the development and ensure the ongoing sustainability of Euston foodbank
- Day to day operational leadership of the foodbank including session preparation and oversight of financial and administrative and data inputting processes so that the work of Euston foodbank is effectively managed and regularly reported to trustees
- Ensure the collection and timely availability of supplies to each distribution session, and their appropriate storage
- Oversight of the volunteer network including volunteer recruitment, training and support in order to maximise engagement and ensure key roles are resourced
- Liaison with the other Euston foodbank coordinators, to ensure all activities are covered
- To implement policies, procedures to help govern the work of Euston foodbank, particularly non-discriminatory practices and statutory compliance
- Set and oversee quality standards, food hygiene, health and safety, data protection and best practice within the foodbank centre
- To troubleshoot and resolve a variety of issues and problems as and when they arise
- Any other duties that may reasonably be regarded as within the post, with any changes negotiated, and regular prioritisation with line management



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Person Specification - Essential

- Excellent operational management skills with a proven track record of leading and successfully delivering programmes
- Significant experience of motivating and managing volunteers and good people leadership skills with the ability to build and sustain teams
- Excellent time management skills to deliver agreed outcomes within the hours worked
- Financial management experience with direct experience of setting and managing budgets, financial forecasting and reporting
- Proactive and self-motivated with a high level of organisational skills and excellent attention to detail
- Displays good judgement and is trustworthy, with the credibility to develop strategic partnerships, and publicly advocate for foodbank and foodbank clients
- Outstanding interpersonal skills; able to establish rapport, manage conflict and inspire and support a variety of people with different beliefs, values and maintain confidentiality
- Knowledge and understanding of Social Action programmes gained through personal involvement
- Excellent oral and written communication skills - able to present compellingly about social action, for example speaking in schools or writing articles
- Physically fit and able to lift boxes of food weighing up to 10kg and 20kg crates jointly with another person
- The session co-ordinators need to be available at distribution session times to prepare and oversee the session, and cover each other
- The supplies co-ordinator needs to have a current licence and be available to collect goods from supermarkets late evening three nights a week, and zipvan loads from other foodbanks, as well as co-ordinate volunteer drivers and book couriers.
- Ability to consistently and accurately represent the Vision, Mission and goals of Euston Foodbank

Person Specification - Desirable

- Driving licence or willingness to acquire one
- Personal connection to Euston or involvement in a Camden based organisation



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Private and confidential

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: Co-ordinator, Euston Foodbank

Return this form to admin@euston.foodbank.org.uk on or before 9am 21st May 2019 to be considered and shortlisted for interview that week. Please ensure you have carefully read the Job Description and can demonstrate you meet the essential criteria for the role in your application. Applications received after 21st May may be considered if there is further shortlisting.

Full Name			
Address		Postcode	
Landline		Mobile	
Email Address		N.I. Number	

Are there any restrictions on you taking up employment in the UK?

Yes [] No [] (If Yes, please provide details)

Introductory Statement

Let us know a bit about yourself and why you are well placed to succeed in this post. Clearly indicate which distribution sessions you are available to co-ordinate, or if you are applying for the warehousing co-ordinator role. Please note that this is in lieu of a covering letter and should contain information you would include, for instance relevant experience in a volunteer role in a foodbank or other organisation, transferrable skills from e.g. a school governing body. (please expand/attach an additional page)



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Education

Year(s)	Schools/Colleges/University	Subject(s) Studied	Qualification Gained

Other Training e.g. First Aid, Safeguarding, Health and Safety, Food Hygiene, Data protection

Year(s)	Training Provider/ Institute	Subject(s) Studied	Qualification Gained

Current driving licence?

Yes [] No []

Groups:

Expiry date :

Details of endorsements:



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Employment history: *Please complete in full, adding additional blocks if necessary, listing your most recent post first. Where there is a career break or gap in employment please note the reason as best as you can.*

Start	mm/yy	End	mm/yy	Notice Required	
Job Title				Rate of Pay	
Company Name					
Company Address					
Main Duties					
Reason for Leaving					

Start	mm/yy	End	mm/yy		
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Current membership of professional bodies

Please note any professional bodies you are a member of or are registered with

References: *Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. We will not contact references until after an interview. Please note that at least one reference should be from a former employer.*

Reference 1		Reference 2	
Full Name		Full Name	
Relationship to you		Relationship to you	
Company and Address		Company and Address	
Phone Number		Phone Number	
Email Address		Email Address	

Additional Information

Please include any additional information you feel is relevant to your application, such as publications, skills, hobbies or relevant voluntary experience.

Cautions, rehabilitation and criminal records

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application. Our policy statement on the recruitment of ex-offenders is available upon request by emailing trustees@Euston.foodbank.org.uk.



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In addition you are required to submit to a Disclosure and Barring check/provide a PVG Scheme Record or Scheme Record Update. Any disclosure made by the Disclosure and Barring Service/Disclosure Scotland will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

YES/NO (delete as required). **If YES, please give details.**

Because this position occasionally involves interacting with children and/or vulnerable adults employment is dependent on the following:

- 1) Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service/Disclosure Scotland or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update.
- 2) Such disclosure being acceptable to us.
- 3) Proof of identity – birth or marriage certificate (where appropriate) and passport (if available).
- 4) Two satisfactory written references.
- 5) That you will supply a photograph of yourself for retention in your records.
- 6) Evidence of physical or mental suitability for your work.

Declaration (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring certificate/PVG Scheme Record or Scheme Record Update. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated.

Signed:

Date: