



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: Dorothea Hackman, St Pancras Parish Church Secretary: Dr Patricia Brewerton  
Treasurer: Fr Jeremy Trood, St Aloysius RC Church Somers Town

## Job Description and Application Form.

**ROLE:** Euston Foodbank distribution session co-ordinator

**BASED AT:** 1 Lancing Street NW1 1NA

**REPORTING TO:** Euston Foodbank Manager

**HOURS:** Part-time 0.5 post

**SALARY:** £12,500 - £14,500 0.5 post

**START DATE:** August 2021 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:** 10 days plus 8 public/bank holidays

**SICK LEAVE:** statutory

Overtime agreed in advance will be paid at an hourly rate or time off in lieu arrangements. Foodbank related expenses and 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 this 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 [eustonfoodbank@gmail.com](mailto:eustonfoodbank@gmail.com) as soon as possible, but no later than 9am Monday 26<sup>th</sup> July 2021. We plan to interview on Thursday 29<sup>th</sup> July, so please indicate your availability, and whether you currently have a notice period, so when you are free to take up post. Please bring your passport or equivalent document indicating your right to work in the UK, and proof of address to interview if you are shortlisted.**



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**Euston Foodbank** We continue to run four sessions a week at the usual times despite the lockdown and if necessary issue vouchers onsite as many referral agencies are not operating as normal. Euston Foodbank rose to the challenge presented by the pandemic lockdown, and in the six months since [1<sup>st</sup> April](#), we have supported more clients than in the whole twelve months of the previous financial year.

Months/year	Weight	adults	children	total
12 months April 2019-March 2020	87,977 kg	5549	1365	6914
6 months April 2020-Sept 2020	97,316 kg	6023	1423	7446

Of the people who have come to the foodbank in the last six months, 35% are settled from Camden and 55% homeless in Camden. The vast majority are single adults. During the six month period of the lockdown, we have so far purchased over £10,000 worth of goods to make sure our parcels did not lack any items. This was made possible by generous donations, for which we are very grateful.

The main reasons people came to the foodbank were benefit changes and delays, low income and homelessness. With the second spike of the covid 19 virus upon us, people falling redundant and the impact on the economy we are gearing up for an even more challenging autumn and winter.

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. We very much hope we can open an additional larger centre to ease the pressure on Lancing Street.

There are usually around 40 volunteers who sign up to the various sessions through dedicated WhatsApp groups. Up to a ton of food is distributed at each session with as many as 90 households attending.

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.

The trustees have appointed to a manager post to take on the higher level duties of running the Euston Foodbank charity. As well as line managing the co-ordinators and ensuring data entry, compliance and distribution sessions are covered, the responsibilities of this post will include maintaining morale financial record keeping, banking, statutory returns; social media and website, fundraising, accountability reporting to the Trussell Trust and statutory agencies and public relations.



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**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 co-operate as a team to ensure the smooth running and friendly ethos of the Foodbank. They will

report directly to the Project Manager.

### **Main Duties**

- To contribute to the development and ensure the ongoing sustainability of Euston foodbank
- Day to day positive operational leadership of the foodbank including session preparation and oversight of record keeping 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 maintain morale, maximise engagement and ensure key roles are covered
- Liaison with the other Euston foodbank coordinator(s) and manager, 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
- 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
- Available at distribution session times to prepare and oversee the session, and cover other co-ordinators
- 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
- Driving licence or willingness to acquire and use 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: 0.5 distribution session Co-ordinator, Euston Foodbank**

Return this form to [eustonfoodbank@gmail.com](mailto:eustonfoodbank@gmail.com) on or before 9am 26<sup>th</sup> July 2021 to be considered for appointment 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 later 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.*

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

<b>Start</b>	mm/yy	<b>End</b>	mm/yy		
<b>Job Title</b>					<b>Rate of Pay</b>
<b>Company Name</b>					
<b>Company Address</b>					
<b>Main Duties</b>					
<b>Reason for Leaving</b>					

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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 on request..*





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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:**