

Salisbury Foodbank: Foodbank Office Assistant



Responsible to: Foodbank Manager

Hours: Part-time (16 hours per week) office based, to be spread over 3 to 5 days

Salary: £12.60 p/h Real Living Wage

Based: Salisbury Foodbank Office, SP2 7HL

Role outline

This role involves providing office support to the Foodbank Manager in all aspects of the operation of Salisbury Foodbank.

Main responsibilities

- Carry out routine and regular administrative tasks under the guidance of the Foodbank manager and assisting in the smooth day to day running of the office
- Enter all required information from redeemed vouchers and warehouse stock forms onto the online data collection system regularly, providing statistics as required
- Ensuring that all sensitive foodbank data, including vouchers are recorded and securely stored, adhering to all Data Protection Act requirements
- Be responsible for responding to emails and phone calls and ensuring that the foodbank Manager is updated on actions taken where relevant.
- Support the Salisbury Foodbank projects such as supermarket collections, partner events.
- Update social media, website, volunteer and foodbank network databases.
- Follow all policies and procedures including safeguarding policy and confidentiality agreement
- Report any health & safety or safeguarding concerns to the foodbank manager
- Any other reasonable duties as specified by the foodbank manager to support the work of Salisbury Foodbank including occasionally deputising for the foodbank manager or warehouse lead on daily tasks.

About you

- You will have good general administrative experience with excellent communication skills and be comfortable dealing with a wide variety of people
- You will have good IT skills, be confident in using the main Microsoft Office and Google suite programs
- Be willing to undertake further training in Health & Safety and Safeguarding
- Be willing to undertake a DBS check
- You will have an eye for detail being organised and self-motivated
- Able to lift packed food boxes and trays of donated food (approx. 13kg)
- You will be committed to the work of the Foodbank, being able to work collaboratively as part of a team of staff and volunteers and be willing to work out of hours occasionally (for which time off in lieu will be given)

