

St James' Church

Wulfstan Way, Cambridge CB1 8QJ

Job Description

- Role:** St James' Church Fairbite Coordinator
(permanent role, subject to funding)
- Salary:** £13.50 per hr (10 hrs/week inc. Saturdays 9am-12.30pm)
- Other Benefits:** St James PCC operates a pension scheme in accordance with statutory requirements, including auto-enrolment
- Holiday:** 5.6 weeks including bank holidays
- Location:** St James' Church, Wulfstan Way
(with flexibility for some remote working)
- Closing Date:** 14th May 2024
- Interview candidates will be notified on 15th May. Interviews will take place on 20th May, role to commence early June.

Please send a C.V. to stjameschurchcambridge@yahoo.co.uk along with a cover letter outlining your experience relevant to the role, including administrative or retail experience, work with volunteer teams and work in the community.

OVERALL SUMMARY: *The St James' Fairbite Coordinator will be responsible for coordinating the Food Hub and its team of volunteers, including presence at the Food Hub on Saturday mornings, and assisting in its development into a Fairbite Affordable Food Club (a 'social supermarket' model, where members pay a small fee for a subsidised shop, with other support running alongside).*

The Coordinator will show commitment to the values of St James' Church and Cambridge City Foodbank in all areas of work. As an employee of St James' Church PCC, they will operate within St James' Church policy and procedures. The probation period for this role will be 6 months.

Duties:

1. The day-to-day coordination of St James' Church Food Hub / Fairbite Club and its team of volunteers.
2. Assisting as the Food Hub is developed into a Fairbite Affordable Food Club.
3. Assist users of the Food Hub / Fairbite Club in accessing extra support through signposting and running events alongside sessions.
4. Continue to develop links between the Food Hub / Fairbite Club and the local sources of food surplus, including supermarkets and local growers.
5. Liaison with Cambridge City Foodbank and attendance at Fairbite Network meetings.

MAIN DUTIES

Managing the St James' Church Food Hub in keeping with the St James' Church/Cambridge City Foodbank Partnership Agreement.

- **Organisation of the Food Hub:**
 - Recruitment, inductions and training of new volunteers.
 - Coordinating weekly volunteer collections of surplus from supermarkets.
 - Ordering stock and arranging for stock deliveries to be met.
 - Building community links to benefit the Food Hub / Fairbite Club and its members.
 - Fundraising to ensure sustainability of the Food Hub / Fairbite Club.
 - Attend coordination meetings for the Cambridge-wide Fairbite network.
- **Shop sessions at St James' Church:**
 - Prepare a weekly rota of volunteers.
 - Work with St James' staff and volunteers to open and close the venue for shop sessions.
 - Organise with volunteers the setting up and operation of the sessions, and clearing away at the end of the sessions.
 - Ensure that food safety procedures are implemented.
- **Maintain records and spreadsheets:**
 - Maintain records of volunteers.
 - Upload and process member applications.
 - Ensure member visits are logged on the specified database.
- **Finance and stock:**
 - Responsibility for stock taking, ordering stock by liaising with Cambridge City Foodbank and stock rotation.
 - Monitoring quality and freshness of stock and maintaining a tidy and clean environment.
 - Maintaining an attractive and organised display of products with clear labelling.
 - Administer payment for directly-purchased stock and other expenditure.
 - Administer the collection and banking of member fees.
 - Continue to develop links between the Food Hub / Fairbite Club and the local sources of food surplus, including supermarkets and local growers.
 - Work closely with St James' Church treasurer to ensure good accounting practices

- **Extra support provision:**
 - Greet and assist members in a friendly and professional manner.
 - Address member enquiries, concerns and requests promptly.
 - Assist users of the Food Hub / Fairbite Club in accessing extra support through signposting and in time running Cost of Living events alongside sessions.
 - Ensuring safeguarding policies are followed.
- **Transition to Affordable Food Club:**
 - Assist in the transition from Food Hub to a Fairbite Affordable Food Club model, which combines the dignity of choice with an empowered community approach, alongside extended community services
- **Support fundraising initiatives** (including through speaking engagements, making grant applications, events etc.).
- **Other activities may be requested from time to time** by your line manager (the incumbent), consistent with the job role and the needs of the Fairbite Club operated by St James' Church.

Personal Specification:

Technical skills and minimum knowledge:

- Able to work on own initiative and as part of a team.
- Adaptable and self-motivated.
- Well developed sense of responsibility.
- Well organised and able to prioritise tasks.
- Aware of Health and Safety issues.
- Commitment to uphold Safeguarding practices and procedures.
- Able to do manual handling, including moving chairs and tables.
- Confident in the use of IT software.

- Established experience with administration is beneficial.
- Experience of community work and working with volunteers is beneficial.
- Retail experience, especially in the food industry, is beneficial.

Behaviours and competencies:

- Good community spirit and concern for users of the Food Hub / Fairbite Club.
- Confident in communicating with people from a wide range of socio-economic backgrounds in a friendly, non-judgemental manner, and to convey information and win support.
- Demonstrate a commitment to the values of St James' Church, Cambridge City Foodbank and Trussell Trust.

The appointment will be conditional on obtaining the appropriate DBS clearance and carrying out relevant Safeguarding training. Food Safety and Hygiene and other training will be provided by Fairbite as required.

Our Vision & Values:

St James' Church Cambridge

We are a local Parish Church seeking to serve our local neighbourhood and beyond. We are broad and inclusive and offer a warm welcome to all. We work with our neighbours to build community and to meet need wherever it occurs, hoping to make God's love visible.

Cambridge City Foodbank

Our Vision is to end the need for UK foodbanks. Each day we meet the need for emergency and affordable food, and tackle the causes of poverty, by harnessing the power of the community. We are an independent local charity and member of the Trussell Trust network.

We value dignity, justice, compassion, community and impact, in all that we do. We serve local people regardless of background, inspired by our Christian ethos and values.