Job Title: Brighton Food Bank Team Member
Hours: 14 hours
Salary: £8 115.12 (£20 287.80 pro rata, BHCM Band A)
Annual: Leave: 12 days (28 days pro rata)

JOB DESCRIPTION
Summary of Main Responsibilities:

1.) Coordinate the day to day smooth running of Brighton Food Bank.
2.) Support clients in complex situations.
3.) Support volunteers in their role.
4.) Coordinate the process of receiving and sorting food donations.
5.) Represent the City Mission at all events and in churches.

Main responsibilities:

1.) Coordinate the day to day smooth running of Brighton Food Bank.
1.1. Enthusiastically communicate the Christian faith to those of all faiths and none.
1.2. Share in the responsibility of running Brighton Food Bank.
1.3. Ensure the necessary paperwork is ready each day.
1.4. Deal with referrals of clients, maintaining good relationships with referring agencies.
1.5. Answer phone calls directly made to Brighton Food Bank.
1.6. Facilitate client services, such as craft mornings, budgeting help, and Alpha courses.
1.7. Maintain good communication with other staff and volunteers.
1.8. Build bridges between BHCM and the surrounding community.
1.9. Support the development of the Christians Relieving Poverty Network (CRPN).
1.10. Bring new ideas to help the Brighton Food Bank develop.
1.11. Maintain the cleanliness of the food bank, office, kitchen, and other client areas.
1.12. Complete a Food Hygiene Certificate and any undertake any other training required.

2.) Support clients in complex situations.
2.1 Faithfully support clients.
2.2 Enable clients to feel welcomed and cared for.
2.3 Conduct appointments with clients.
2.4 Assist clients to move out of their crisis situation.
2.5 Identify opportunities to signpost clients to other agencies to assist them in moving forward.

3.) Support volunteers in their role.
3.1 Enable volunteers to feel welcomed and looked after.
3.2 Participate in 10am prayers and at other times, as required.
3.3 Be available to help volunteers with any queries raised by clients.
3.4 Ensure volunteers are able to share any concerns they have before they leave each day.
3.5 Facilitate the introduction of new volunteers.
3.6 Participate in volunteer meetings and training days.

4.) Coordinate the process of receiving and sorting food donations.
4.1 Deal with regular deliveries and lifting boxes.
4.2 Coordinate receiving donations and receive donations in a friendly manner.
4.3 Identify opportunities from where donations can be received.
4.4 Participate in supermarket collection days.
4.5 Coordinate stock rotation.
4.6 Ensure shelves are stocked during and at the end of each day

5.) <u>Represent the City Mission at all events and in churches.</u>

5.1. All our staff must strive towards fulfilling our mission statement of serving the city, with the Church, for Christ.

5.2. All staff members are expected to be at weekly prayer meetings and BHCM events, in accordance with the diary.

5.3. All staff members will be expected to represent BHCM by making presentations in churches and producing written reports for publicity.

Based on the above strategies, you will be encouraged to set yourself specific goals for each twelve month period. This will form the basis for discussion at your annual appraisal interview, and be shared with the team, as a whole, at our yearly 'Dreams Day'.

PERSON SPECIFICATION

People Skills:

Communication skills, verbal and written.
Patience and self-control with difficult characters.
Responsive to varying crisis situations.
Active in putting ideas forward.

Strategic Skills:

Decision making skills.
Organisational skills.
Ability to work individually and within a team.
Flexible working hours to work with other colleges.

Personal Skills:

Active Christian.
Active church member.
Honesty and integrity.
Sense of humour.

Desirable:

Experience of working with vulnerable adults.
Valid UK driving licence.

Occupational Requirement: It is an occupational requirement that the Brighton Food Bank Team Member demonstrates a clear commitment to the Christian faith.

Informal chat before Wednesday 21st October.
Application closing date Friday 23rd October at 5pm.