



## Project Leader Team Coordinator

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### About the role

As Project Leader Team Coordinator, you'll be the 'glue' of your Project Leader team and the main point of contact with your local FoodCycle staff team. This role is a great way to gain management experience and develop an in-depth understanding of all aspects of a volunteer-led Project.

#### Responsibilities may include:

- Helping your local FoodCycle staff team to ensure that all Project Leader slots are filled for your Project's upcoming sessions.
- Organising Project Leader team meetings and following up on any set actions.
- Encouraging the whole Project Leader team to have input into the day-to-day running of the Project.
- Identifying areas for improvement and leading on the implementation of new processes/ways of working.
- Assisting your local FoodCycle staff team with the recruitment of new Project Leaders, and taking the lead on welcoming and inducting new members into the Project Leader team.
- Organising Project Leader team socials and team building sessions.

You don't need to have any previous experience coordinating teams – you just need to love food and motivating people!

### About FoodCycle

Week in, week out we nourish the hungry and lonely in our communities with delicious meals and great conversation, using food which would otherwise go to waste.

#### FoodCycle aims to:

- Connect communities
- Support mental health and wellbeing
- Nourish the hungry
- Promote sustainability
- Inspire change

A FoodCycle Project is where the magic happens. Each Project is run on the ground by a team of lead volunteers called Project Leaders, who ensure the smooth running of their FoodCycle Project. Project Leaders are passionate, committed and want to make a positive change within their community. They take ownership and make decisions about the day-to-day running of their Project.

### Skills you'll learn

- ✓ **Organisation and Communication:** you'll make sure that your Project runs smoothly and be your Project Leader team's main point of contact with your local FoodCycle staff team and FoodCycle Head Office.
- ✓ **Running effective meetings:** you'll organise regular Project Leader team meetings.
- ✓ **Leadership:** you'll coordinate the Project Leader team and make sure everyone works together to run the Project in the most efficient and effective way.
- ✓ **Recruitment of volunteers:** you'll support your local FoodCycle staff team to recruit new Project Leaders.

## What to expect from FoodCycle

- ✓ Regular visits, support, and advice from your local FoodCycle staff team.
- ✓ Expenses covered in line with our volunteer policy.
- ✓ A variety of other training opportunities provided throughout the year.
- ✓ Regional events where you can meet other volunteers, share ideas and discuss plans.
- ✓ The opportunity to take on additional tasks/responsibilities within your Project Leader team.
- ✓ Impressive skills to add to your CV and a reference if/when you need it.
- ✓ The opportunity to meet a large network of like-minded people.
- ✓ A fun, creative volunteer experience with ownership over a community-led Project.
- ✓ We are an [equal opportunity organisation](#) and welcome volunteers with diverse abilities.

## What's expected from me

We hope that Project Leaders stay with us for a minimum of 6 months, to enable them to get the most out of the role. As Project Leader Team Coordinator, you will be expected to:

- ✓ Volunteer at your local Project on a regular basis.
- ✓ Attend regular meetings with your Project Leader team to discuss how things are going at your Project.
- ✓ Follow all FoodCycle policies and procedures, including reporting any accidents and incidents.
- ✓ Be friendly, approachable, and dependable. Have great communication, organisation, and leadership skills!
- ✓ Complete safeguarding training and an enhanced DBS check (required for all roles involving 'regulated activity').
- ✓ Recognise, respond to, and report any safeguarding issues or concerns. *Note: you must not be barred from working with children and adults who may be vulnerable and at risk of abuse or neglect.*

## Time commitment

The suggested minimum time commitment for this role is 8 hours a month.

## To apply

Visit <https://volunteer.foodcycle.org.uk/projectleader> to complete a Project Leader application form.

### Safeguarding statement

Safeguarding is everyone's business – FoodCycle is committed to safeguarding and promoting the welfare / wellbeing of children, young people and adults at risk. It expects all staff and volunteers to share this commitment.

