



Volunteer Coordinator

About the role

As Volunteer Coordinator you'll support your Project's volunteers, ensuring that they have a great experience and want to volunteer again! This role is a great way to gain experience in supporting and guiding volunteers through the different stages of a volunteer-led Project.

Responsibilities may include:

- Keeping an eye on your local Project inbox and responding to emails from volunteers.
- Monitoring volunteer numbers and helping to boost these if necessary (e.g. by contacting local volunteer centres, posting in social media groups, and requesting support from FoodCycle Head Office).
- Gathering volunteer feedback via recommended mediums/online platforms, to help understand what the Project is doing well and what it could improve on, to make the volunteer experience even better.
- Leading on the implementation of new processes/ways of working.
- Contacting new volunteers before sessions to welcome them and provide further, Project-specific information if required.
- Organising socials and other opportunities for volunteers to learn more about becoming a Project Leader.

You don't need to have any previous experience coordinating volunteers – 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

- ✓ **Relationship building:** you'll build lasting relationships with your Project's volunteers, ensuring they come back each week.
- ✓ **Communication and collaboration:** working alongside the Communications Project Leader, you'll identify and implement effective way(s) of engaging and communicating with your Project's volunteers.

- ✓ **Recruitment of volunteers:** you'll support your local FoodCycle staff team with the recruitment and retention of volunteers. This may include organising volunteer socials, attending volunteer fairs, and devising feedback forms that can help us to better understand the volunteer experience at your Project.
- ✓ **Social media:** working alongside the Communications Project Leader, you'll utilise social media channels to promote volunteering opportunities at your Project.

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 Volunteer 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, organised, and proactive. Have lots of enthusiasm, with great communication and relationship building 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.

