



JOB DESCRIPTION and PERSON SPECIFICATION

1. JOB IDENTIFICATION

Job Title: Foodbank Project Assistant (Part-time)

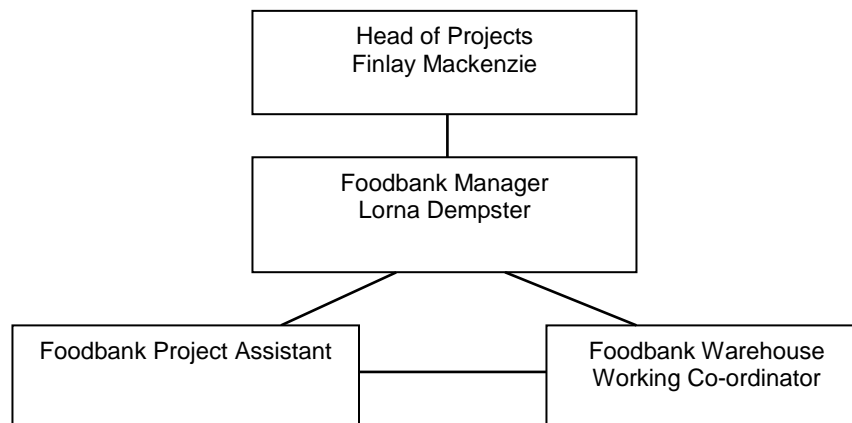
Department: Projects

Place of work: Glebe Street, Inverness

2. JOB PURPOSE

To provide efficient administrative support to the Foodbank Manager and assist with day-to-day duties.

3. ORGANISATIONAL POSITION



4. ORGANISATIONAL OBJECTIVES

Based in the Highlands of Scotland, Blythwood Care is transforming the lives of children and adults in Europe, Africa and Asia. Education is one primary goal, giving disadvantaged children and young people the opportunity to fulfil their potential. Community is another, with projects that extend help to people marginalised by poverty or prejudice. Both are practical expressions of the Christian beliefs which have motivated this organisation for more than 50 years. Blythwood shares the gospel at every opportunity, believing that it is for everyone – *For God so loved the world, that he gave his only son, that whoever believes in him should not perish but have eternal life.* (John 3:16) Blythwood assists Christians and non-Christians alike, believing that everyone is precious in God's sight.

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Job Related

- Office duties including data recording, appeal mailings, thank you letters, taking telephone enquiries
- Supervising opening hours at the Glebe Street Foodbank Centre
- Maintain and develop contact with Volunteers, Supporters, Churches and Schools
- Liaise with all branches of the Highland Foodbank part of the time in collaboration with the Foodbank Manager
- Dealing with the public in an appropriate manner at all times
- Maintaining Foodbank records, competent in Excel
- Assisting, when required, with Foodbank collections e.g. at supermarkets
- Producing project reports for Head of Projects and Foodbank Manager
- Good housekeeping in general

Staff Related

- Co-operating with colleagues, supervisors and management in order to get the work done safely and on time.

Standard

- Maintaining Health and Safety regulations and, by the Organisation's Health and Safety policy, ensuring that the area is safe for yourself, for other workers
- Suggesting ways to improve the Health and Safety, or quality of work with which you are involved
- Reporting problems, issues, accidents or incidents to your Manager
- Identifying training needs for self, colleagues and volunteers
- Flexibility with Annual Leave

6a. EQUIPMENT AND MACHINERY

In the course of your job you may be operating/using a

- laptop computer
- telephone
- mobile Phone

6b. SYSTEMS

- Microsoft Office Suite including word, excel, outlook, PowerPoint etc
- Trussell Trust Data Collection System

7. ASSIGNMENT AND REVIEW OF WORK

- Ability to work using own initiative and able to fulfil given tasks
- Ongoing exchange of work instructions from Manager
- Regular Team Meetings/Communications
- Annual Performance Review

8. COMMUNICATIONS AND RELATIONSHIPS

Within the Organisation

- Executive and Senior Team
- Foodbank Team
- Blythswood employees
- Other Depots

Outwith the Organisation

- Volunteers
- Supporters / donors
- Grant giving bodies
- The Trussell Trust

At all times present a professional image to the public, corporate contacts, clients, volunteers and other employees

PERSON SPECIFICATION

Training is provided and ongoing in all aspects of the position

9. QUALIFICATIONS

Essential	Computer skills, Communication / people skills
Preferred	

10. EXPERIENCE/COMPETENCE

Essential	Knowledge of PowerPoint, word, excel and outlook Ability to relate to people and to work with a wide variety of groups Ability to organise work and meet deadlines Ability to work on own initiative but also be a team player maintaining effective working relationships Ability to motivate and encourage colleagues and volunteers Experience of working with voluntary groups or on a Community Project
Preferred	Flexibility

11. SKILLS / KNOWLEDGE

Essential	Most of this section is similar to the Experience/Competence section Ability to work on Projects assigned by Foodbank Manager
Preferred	

12. OTHER REQUIREMENTS

Exceptional ability to relate to and develop constructive relationships with people from all backgrounds
Ability to inspire, motivate and instruct others
Ability to remain focussed under pressure
Progressive attitude to learning and an ongoing willingness to adapt and change in line with the evolving nature of the organisation
Scrupulous personal hygiene and professional appearance

The list of main tasks, responsibilities and duties in Section 5 is not intended to be exhaustive. It highlights major tasks of the post. It may be necessary for the Foodbank Project Assistant to undertake additional duties which might reasonably be expected within the post and which form part of the function of the post.

All Job Descriptions will be subject to review on an annual basis or as a result of

- a change of strategic management
- changing team/operational requirements
- agreed staff development and appraisal needs and objectives

13. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Name (please print):

Job Holder's Signature:

Manager's Name (please print):

Manager's Signature:

Date:

Date: