



## Volunteer Coordinator Hub Leader

### About FoodCycle

FoodCycle combines surplus food, volunteers and free kitchen space to create nutritious, three-course meals for the community.

We have 4 main aims:

- To strengthen communities, by bringing people together around a healthy meal and creating opportunities to talk, exchange and build lasting relationships
- To encourage friendships, by creating spaces for people from all backgrounds and walks of life to have fun together, to share experiences and to meet new people.
- To improve nutrition and reduce hunger, by cooking healthy meals for those in need and sharing essential information on food and nutrition.
- To change attitudes towards food and to reduce food waste, by using surplus food and spreading our passion for food and the environment.

### About the role

A Hub is where the magic happens: we collect food from supermarkets, bring it to a venue and cook it into a three-course meal for our guests. Each Hub is run on the ground by a team of special lead volunteers called Hub Leaders. These people are passionate, committed people who want to make a positive change within their community.

FoodCycle Hubs have a team of 6-8 Hub Leaders who take on a specific area such as leading cooking sessions, promoting the Hub locally or running fundraising events. As Volunteer Coordinator, you'll manage and support your Hubs volunteers, ensuring that they have a great experience and volunteer again.

### Skills you'll learn

- Volunteer management: recruitment and retention, you'll coordinate and communicate with the Hub's volunteers. You'll recruit volunteers and arrange volunteer socials.
- Leadership and delegation: we'll train you up to lead cooking sessions and induct new volunteers into the Hub.
- Relationship building: you'll be building lasting relationships with your volunteers and guests, ensuring they come back each week.
- Social media: you'll utilise social media channels to promote your project and events.
- Fundraising: you and your team will be responsible for raising vital funds to support your project.
- Running effective meetings: you meet with your Hub Leader team once a month to discuss the running of your Hub.

### What to expect from FoodCycle

- On going support and advice from a 'Hub Manager' at FoodCycle's head office.
- A two-day training conference to equip you for your role. Travel, accommodation and food cost covered by FoodCycle.
- Impressive skills to add to your CV and a reference if/when you need it.
- Level two food safety qualification provided by FoodCycle that lasts three years.
- The opportunity to meet a large network of like-minded people.
- A fun, creative volunteer experience with ownership over a community led project.

### Practical considerations and how to apply

We ask that Hub Leaders stay with us for 9 - 12 months, to enable them to get the most out of the role. As Volunteer Coordinator Hub Leader, you'll be expected to volunteer on average **9 hours a month**, this is broken down into:

- Attending a monthly Hub Leader Meeting to discuss as a team how things are going.
- Leading 1 Cooking Session.
- Volunteer coordination activities.

To apply, please register your interest at [hubs@foodcycle.org.uk](mailto:hubs@foodcycle.org.uk).