



# Volunteer Coordinator Project Leader

## About the role

As Volunteer Coordinator, you'll manage and support your project's volunteers, ensuring that they have a great experience and volunteer again. This will involve:

- 1) Emailing volunteers before each session to provide them with further information (such as where to meet, who to contact if they are lost)
- 2) Gather volunteer feedback (through mediums such as Survey Monkey) to help understand what the project is doing well, and what it could improve on, to make the volunteer experience even better
- 3) Monitor volunteer numbers, helping to boost these if necessary (e.g. by contacting local volunteer centres, posting in social media groups, and contacting Head Office for support)

## 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
- To encourage friendships
- To improve nutrition and reduce hunger
- To change attitudes towards food and to reduce food waste

A FoodCycle project is where the magic happens. Each project is run on the ground by a team of 8 or more lead volunteers called Project Leaders, with each leader taking on a specific role to ensure the smooth running of their FoodCycle Project. These people are passionate, committed and want to make a positive change within their community, they take ownership of their project and make decisions about the day-to-day running of it.

## Skills you'll learn

- ✓ **Volunteer management:** working alongside the Communications and PR Coordinator, you will work on the most effective way of engaging and communicating with your project's volunteers.
- ✓ **Volunteer recruitment:** you will support 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 a volunteer's experience at your FoodCycle project's sessions.

- ✓ **Leadership and delegation:** we'll train you up to lead cooking and hosting sessions, and induct new volunteers into the Project.
- ✓ **Relationship building:** you'll be building lasting relationships with your volunteers and guests, ensuring they come back each week.
- ✓ **Social media:** working alongside the Communications and PR Coordinator, you'll utilise social media channels to promote volunteering opportunities at your project.
- ✓ **Fundraising:** there is the opportunity to get involved in fundraising events that raise vital funds to support FoodCycle's work.

## What to expect from FoodCycle

- ✓ Ongoing, regular visits, support and advice from your Regional Manager.
- ✓ A training conference to equip you for your role. Travel, accommodation and food cost covered by FoodCycle.
- ✓ Expenses covered in line with our volunteer policy.
- ✓ Training throughout the year from FoodCycle, including safeguarding and first aid.
- ✓ Impressive skills to add to your CV and a reference if/when you need it.
- ✓ Accredited level two food safety qualification provided by FoodCycle.
- ✓ The opportunity to meet a large network of like-minded people.
- ✓ A fun, creative volunteer experience with ownership over a community led project.

## What's expected from me

We ask that Project Leaders stay with us for a minimum of 9 months, to enable them to get the most out of the role. As Volunteer Coordinator, you will be expected to:

- ✓ Attend a monthly Project Leader meeting to discuss as a team how things are going.
- ✓ Lead a minimum of one session per month
- ✓ Follow all FoodCycle policies and procedures
- ✓ Complete a DBS check and attend safeguarding training
- ✓ Complete the project report on our website after leading a session

## Time commitment

The suggested minimum time commitment to your role is 12 hours a month.

## To apply

Email [projects@foodcycle.org.uk](mailto:projects@foodcycle.org.uk) for 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.

