

**Foodshare: Volunteer Manager Vacancy**

**Are you interested in giving something back to your community and helping grow a successful and much needed foodshare scheme in Windsor?**

**An opportunity to make a real impact and be part of a 3 person team that co-ordinates all the activities of Foodshare.**

We are looking for **a volunteer who is passionate about tackling food poverty** who is prepared to give **a few hours each week** **including a Thursday afternoon** to co-ordinate and motivate the volunteer activities of Foodshare.

**Volunteers and Safeguarding Manager (c. 5-7hrs/wk)**

**Keep the volunteer supply strong, informed, happy, appreciated, clear on roles & safe**

* Be one of 3 key managers who run Windsor Foodshare with the specific responsibility for keeping the volunteer base happy and strong.
* Provide support and appreciation for all volunteers across the project and be present at Thursday packing sessions whenever possible.
* Motivate applications for volunteers as packers, drivers, donated stock collectors, street collection box donors and a variety of specialist roles e.g. Newsletter writer.
* Be the first point of contact for all new volunteer enquiries and manage the [volunteers@windsorfoodshare.org.uk](mailto:volunteers@windsorfoodshare.org.uk) inbox.
* Create a good welcome for each enquirer and ensure they are ready and feel welcome on their first visits as a new volunteer.
* Keep the Volunteers’ Handbook updated.
* Manage the database of volunteers in accordance with GDPR and Data protection.
* Organize training in safeguarding and manual handling with 3rd parties.
* Be the Designated Person for Safeguarding for the project – taking online training to Level 3.
* Support the Volunteers Rota manager and be their back up when needed.
* Liaise with Windsor Christian Action on policies and procedures
* Keep Risk assessments up to date

**This is a voluntary post but can be very rewarding. Not only do you help motivate the volunteers but by being involved on the Thursday, you see the impact of the Project’s work as we help 70+ families each week receive the food and supplies they so desperately need.**

If you are interested or know someone who is, please do let us know. You can simply apply by sending us a covering email on why you’d like to do it and a summary of your experience (CV) or just contact Maria to ask any questions: [**manager@**windsorfoodshare.org.uk](mailto:manager@windsorfoodshare.org.uk)

**Background:** Windsor Foodshare is one of four projects under the umbrella charity of Windsor Christian Action: Windsor Homeless Project, Street Angels, Foodshare and More than a Shelter.

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