



Job Description

Foodbank Partnerships and Strategy Coordinator

Responsible for: the development and delivery of the strategic plan including coordinating and developing closer relationships with external referrers for the Penryn and Falmouth Foodbank.

Overall responsibility of the job: To lead the creation, implementation and onward monitoring of effectiveness of a Strategic plan, specifically dealing with external agencies.

Key Skills & Desirable Qualities: Good oral communication, confident use of email, word processing and internet and social media accounts, ability to work independently and unsupervised, numerate and comfortable interpreting statistical data, honesty and integrity, empathy and ability to work with people from disadvantaged, marginalised, or socially excluded backgrounds, passionate about tackling poverty.

Specific responsibilities:

Foodbank Strategy

Create a Strategic plan for the Penryn and Falmouth Foodbank that is aligned to the strategic long-term vision of the Trussell Trust, including attendance in person or on-line of the Trussell Trust local area network update sessions

Implementation of that plan including the monitoring and reporting of progress against the plan.

Review of existing referral agencies and where appropriate, conversion to the e-voucher system, offering re-training as required.

Recruitment of additional referral agencies as required.

Review existing network of Support agencies, analysis of effectiveness against the Strategic plan, with the view of strengthening the relationships and increasing the visibility of these agencies to the foodbank volunteers.

Promote the Foodbank within community activities, such as but not exclusively schools and colleges, local companies, Penryn Town fair etc.

Reporting

Reporting to the Foodbank manager, Referral agency metrics as required.

Reporting to the Foodbank Management team, the Strategic plan, and progress against set targets at 6 monthly intervals

Data

Be familiar with the on-line data system, monitoring the key data indicators

Support data volunteers to ensure regular and accurate data of stock and vouchers

Extract data for reports as and when needed

Role/Personal Requirements

Strong IT skills

Ability to lead and work as part of a team

Ability to manage and monitor the development of a project

Experience of managing people

Experience of working in an organisation that deploys volunteers advantageous.

Training expected

Induction training

H&S, Environmental Health & Manual Handling as appropriate

Child Protection & Vulnerable Adult Safeguarding

Food hygiene as required

Handling conflict and aggression as appropriate

Reporting to: Foodbank Manager