**St Margaret’s Community Church Pantry**

**Part Time Food Pantry Coordinator**

**15 Hours Per Week**

**Job Description:**

As Pantry Coordinator you will be responsible for developing, overseeing and running the Pantry, and associated activities that run at St Margaret’s Church in support of the mission of the church. This will involve responsibility for the volunteers, and the continued running of the enterprise. This role is based within the church, and whilst it’s not essential to be a committed Christian, we will expect applicants to be sympathetic to our vision and values at St Margaret’s Community Church.

**Responsible to:** The Operations Manager.

**Key duties and responsibilities will include:**

Primary responsibilities:

1. Be accountable for all aspects of the running of the Pantry.

2. Act as point of contact between the leadership team and the volunteer staff and Pantry clients, responding to any comments, concerns or complaints.

3. Oversee the conduct, induction, training, safeguarding issues and appraisal of all who work in and for the Pantry.

4. Arrange meetings, initiating correspondence, undertaking actions from meetings as required.

5. Arrange logistics necessary for the Pantry to run effectively and efficiently. Undertake administrative tasks on behalf of the leadership team as requested – including authorising expenses, invoice authorisation, insurance, etc.

6. Arrange purchases as required for the day to day running and further development of the Pantry and develop relationships with local businesses, and other donors, to gain stock donations.

7. Ensure all food hygiene regulations and health and safety regulations, including completion of risk assessments are fully complied with, in every area of the Pantry and maintain minimum levels of food wastage.

8. Resource and organise a programme of activities to support shoppers with simple menu planning and budget management.

9. Identify, and advise on, emerging issues requiring the leadership team’s attention.

Secondary responsibilities:

1. Seek the future success and development of the church’s ministries: identifying key resources, strategies, deadlines, and in processing decisions, communications and actions.

2. Support the leadership team in planning and management of staff & key volunteers.

3. Professional Development

▪ Attend such training as is required for the Pantry to be able to grow and flourish

▪ Participate in admin and leadership training

4. Provide assistance to the Café, Shop and Soft Play Manager and Operations Manager as required.

5. Any other tasks requested by the leadership team.

Priorities will be determined in consultation with the Operations Manager and the St Margaret’s Leadership Team.

**Working Conditions:**

15 hours per week to be allocated as agreed in conjunction with the Operations Manager. We do have set hours for the Pantry opening, currently: Monday 3-4:30pm, Tuesday 3-4:30pm, Wednesday 10-11:30am. These may change in the future, either to different days or by us adding additional hours, so an element of future flexibility is needed. A typical week may look like Monday 09:00-5:00pm, Tuesday 1:30-5:00pm, Wednesday 9am-1pm.

Salary £13:50 per hour with agreed expenses of office.

The work will take place at St Margaret’s Church, and from home as necessary.

Holidays to be comparable with other Church staff – pro-rata of the full-time entitlement of 4 weeks annual leave and statutory bank holidays. Staff terms and conditions apply.

This position is subject to enhanced DBS disclosure and satisfactory references and is subject to a thorough safe recruitment process.

**Person Specification**

● A commitment to the vision, strategy and community of St Margaret’s

● Honesty and integrity

● An encouraging attitude, together with general pastoral awareness and good interpersonal skills

● A readiness to work in partnership and to value the contribution and oversight of other members of the team

● An orientation towards outreach, numerical growth and the future success of our church

● An ability to communicate well and to motivate others

● A readiness to encourage and enable other leaders

● A high degree of confidentiality– particularly regarding personal, pastoral and church matters

● IT Skills in literacy, email, word-processing, spreadsheets,

● Interpersonal skills – face-to-face, on the phone, by email

● Experience of budgeting, scheduling and change-management

● Ability to recruit and support volunteers

● Skills in planning, organisation, administration, decision-making, management and communication

● Desirable – Full driving licence and access to a car