**St Margaret’s Community Church Pantry**

**Part Time Food Pantry Coordinator**

**16 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 Administrator.

**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 logistics necessary for the Pantry to run effectively and efficiently.

5. 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.

Professional Development:

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

2. Participate in other training as required.

**Future development:** (may include extra paid hours):

1. Development of outreach to ensure we reach the families most needing support.

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

**Working Conditions:**

16 hours per week to be allocated as agreed in conjunction with the Administrator. 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 depending on the person appointed as coordinator, either to different days or by us adding additional hours, so an element of future flexibility is needed. A typical week will include at least 3.5 hours based around each opening time of the pantry.

Salary £13:50 - £14 per hour depending on experience 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 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

● Ability to recruit and support volunteers

● Desirable – Full driving licence and access to a car