



Warwick District Foodbank is looking to recruit a Foodbank Administrator

Responsible to: Operations Manager

Responsible for:

- Supporting the wider organisation and specifically the Operations Manager in various administrative tasks
- Communication and liaison with various associated agencies
- Supporting the organisation of volunteers
- Providing holiday cover for various administrative tasks

Hours and Salary: Part-time, circa 12 Hours per week @ £12.83 per hour

Person Description:

This role requires confidence and experience in using technology and software for the purpose of administration, as well as confidence in communications via phone, email and in person with referrers, clients, donors and others.

A sympathetic dispensation to the Christian ethos and the values of Warwick District Foodbank and the Trussell Trust.

For more information and a Job Description please contact:

Andy Bower Operations Manager Tel: 07850 293383

or by email: andy@warwickdistrict.foodbank.org.uk

Application by email or letter with a copy of your current C.V.

Closing Date for applications: 11th May with interviews w/c 20th May 2024