

# Help in crisis, hope for life



## FOODBANK CO-ORDINATOR (VOLUNTEER), MORTLAKE LOCATION

The Vineyard Community & Richmond Foodbank are looking for a new volunteer Foodbank Co-Ordinator to support at our Mortlake location, which has been operating since 2023.

There are roughly 13 million people in the UK who live below the poverty line and in the last 12 months, over 3 million emergency food parcels were distributed by food banks in the Trussell Trust network — the most parcels ever distributed by the network in a year. In the Borough of Richmond, we continue to see high demand for foodbank services.

As a charity, we run crisis and social inclusion services across the Borough, of which our foodbank services play a massive part. Every day, we help individuals overcome personal crises and reconnect with society.



### KEY INFO

#### Location:

- The Power Station, 121 Mortlake High Street, Mortlake, SW14 8SN

#### Hours:

Mondays, 13:30 - 14:45

Need to be available at least 2 Mondays a month within these hours.

#### Responsible to:

Richmond Foodbank Manager  
Volunteer Coordinator



### HOW TO APPLY

Please fill in [our online form here](#) to register your interest in the volunteer position. Our Volunteer Coordinator Lindsay will then be in touch to progress your application.

## CONTACT US



<https://richmond.foodbank.org.uk/>



[lindsay@vineyardcommunity.org](mailto:lindsay@vineyardcommunity.org)

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## THE ROLE

As a Foodbank Coordinator, you will take charge of the Mortlake location, managing the team of wonderful volunteers to ensure the ongoing successful operation of the foodbank. You will be responsible for a range of important tasks, which include:

- Using the Trussell Trust system to manage stock reports and the number of food parcels distributed, liaising with the logistics and admin team as needed to ensure the foodbank remains fully stocked (training provided)
- Handling the day-to-day operation of the Mortlake location, including scheduling volunteer shifts using Assemble (training provided) and managing the volunteer team on site
- Attending quarterly meetings with other foodbank coordinators in the Borough
- Interacting with guests, filling in food preference forms, packing food parcels, and offering a friendly face in times of personal crisis.

## PERSON SPECIFICATION

- Strong communication skills, friendly and personable
- Organised and comfortable in a leadership position, with the ability to take the initiative and make difficult decisions
- Ideally comfortable with lifting heavy items, as food parcels often contain tinned goods that can be heavy in bulk (upwards of 10kg per parcel)
- IT Literate, able to use the Trussell Trust systems following relevant training
- Commitment to Vineyard Community & Richmond Foodbank's ethos and values

Thank you for your interest in volunteering with us! 😊



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