

To apply please send a CV, no longer than two-sided A4 and a statement of how you meet the essential criteria to Bethany Biggar, Unit 12 New Lairship Yards, Edinburgh, EH11 3UY.

Hours: 32 hours per week (inclusive of occasional evenings and weekends)

Salary: £21,505 FTE

Contract: 18 months with the potential to extend depending on funding

Closing: 12th June 2019, with interviews the 19th of June

Location: Based at warehouse office, Unit 12 New Lairship Yards, Edinburgh, EH11 3UY

Requirements: Due to our multi-site operations a valid driver's licence and own vehicle are a requirement of this post with a generous mileage rate paid for travel expenses.

Website: <https://edinburghnw.foodbank.org.uk/>

Edinburgh Food Project (EFP) was established in 2012 and currently operates 7 foodbank centres, which run under the Trussell Trust network. We run supermarket collections from 24 points, collect around 110,000kg of donations per year and have helped over 11,400 people in 2018/19.

This role is to manage our main warehouse, support and co-ordinate our volunteers within our warehouse and co-ordinate corporate volunteering at our warehouse and supermarket collections.

Task Include:

- The management of the warehouse and ensure that all relevant legislation is adhered to
- Oversee the distribution of food to local distribution centres
- Monitor stocks of food and oversee the food collection to ensure sufficient stock held and maintained to support current and future project growth
- In conjunction with the transport and warehouse teams organise the re-supply of food to distribution centres
- Produce reports from the on-line data system as required
- Oversee training and development of all warehouse volunteers
- Management of warehouse premises
- Ensure warehouse volunteers are inducted and adequately trained

Essential criteria

- Experience of partnership working
- Strong organisational skills
- Strong oral and written communication skills
- Ability to self-start and work flexibly on multiple tasks
- Experience of developing people, including running induction and training
- Good IT skills, including use of Excel
- Ability to work under pressure and to deadlines
- Values of compassion, integrity and commitment

Desirable criteria

- Experience of voluntary sector work

- Experience of perishable stock control

Closing date is 12 June at midday.

Job Type: Part-time

Salary: £21,505.00 /year

Licence:

- Driving License (Preferred)