



HLP Pantries Coordinator Job Description and Person Specification

HLP= Healthy Living Platform

Job Title: Pantries Coordinator

Project: Southwyck Pantry

Location: Brixton, London

Reports to: Community Programmes Manager

Salary: £26,000 pro rata

Hours of work: 15 hours a week (2 days per week), initially Thursday and Friday (those days could change), from 8:30am to 5pm

Contract Length: 6 months (in the first instance, with possibility to extend dependent on funding). This role is also subject to a probationary period of one month.

Purpose of Job:

To coordinate the operation of the Southwyck Pantry and guide the future development of the project to at least two other community venues.

The pantry model is a community cooperative where local people sign up to become members- they pay a recommended donation of £5 and can then choose a mixture of purchased and donated food at 20 items per visit, as well as become involved in the running of the pantry and make choices about the types of food that is sold.

This role will mainly involve working on the respective sites but some remote working will be included.

Main responsibilities:

- Manage the coordination and logistics of the pantry- potentially at multiple venues- including: ordering in food in a timely manner, set up of pantry; take down of the pantry; opening up and checks at the site, closing up and closing checks at the site; liaise with the core Healthy Living Platform team re. Coordination and storage of food for pantry use; organise cleaning during and at the end of the day.
- Line-manage a team of volunteers who support the pantry- including inducting volunteers on health and safety, safeguarding and Covid procedures; briefing and debriefing the volunteer team; managing any issues and escalating any concerns regarding volunteers to the Community Programmes Manager
- Build and maintain strong working relationships with stakeholders including local wholesalers: Brixton Village Market, Metropolitan Housing, LEAP, Healthy Living Platform surplus food hubs, other local surplus and free food hubs and the HLP Board of Trustees.
- Look for and follow opportunities to develop and expand the service, including reaching out to external stakeholders and liaising with other pantries to research best practice models.
- Manage project budget and spending including: cashing up at the end of each pantry day; liaising with the Programme Coordinator to update pantry financial monitoring on a weekly basis; making food and equipment orders.
- Managing the buying in of food for the pantry and the flow of surplus or donated food through the food hubs for pantry use- liaising with the Kitchen Manager and Surplus Food Hubs Manager.
- Supporting the pantry projects to become self-sustaining by training volunteers and resident members in the day-to-day running of the pantry, creating a committee and assigning roles to members.
- Managing social media and external communications for the pantry such as the Southwyck Pantry Facebook/Instagram, the Southwyck Pantry email inbox and scheduling posts and updates for external audiences

including a weekly newsletter for the core team and pantry members; creating leaflets to promote the pantry. HLP's Community Programmes Manager and Programme Coordinator will support with this.

- Ensuring the project complies with Healthy Living Platforms's policies and procedures.
- Working alongside other coordinators/management to develop cross project initiatives.
- Research funding opportunities to assist pantry development/expansion & further fund Pantries Coordinator role beyond the 6 months.
- Report to the Designated Safeguarding Lead any incidents or safeguarding concerns arising in accordance with HLP Safeguarding Policy.

Person Specification

Essential

Self-motivated and an ability to work independently with minimum supervision

Good organisational and logistical skills

Ability to communicate effectively and to work with a diverse range of people in an inclusive and proactive way

Confident with processing accounts and some experience of cashing up or handling cash in a work-based setting.

Good numeracy skills for both cashing up and digital accounts and reporting using Excel.

A non-judgmental and positive attitude towards people who may be experiencing financial hardship

Ability to lead, motivate, train & support volunteers

Confident user of email, Excel, word processing and internet

An ability to record/collate information, have accurate record keeping and administrative skills.

An awareness and interest in current social/political issues that may affect our members and the work of the community.

An awareness of some of the issues that impact and affect people experiencing food poverty.

A knowledge of the local area, including specifically the Southwyck and Moorlands Estate- where the Southwyck Pantry is based.

Education to A Level/ Level 3 qualification or equivalent

Desirable

Experience of working in the voluntary sector

Local knowledge of community support services within Lambeth

Previous project management experience