**Hub Coordinator [Dundee & Angus Foodbank]**

Hours: 15 hours per week / 0.4 FTE

Contract: Two years / Probation: Three months

Salary: £24,000 part-time / pro-rata

Reporting: Pathfinder Lead

Location: Dundee & Angus Foodbank Community Hub, 110 Albert Street, Dundee, DD4 6QN

**Role Summary**

Dundee & Angus Foodbank is a Christian charity committed to a hunger-free future and supporting people out of poverty. The Hub Coordinator will lead the activity of Community Hub, which is scheduled to open in June 2023. Dundee & Angus Foodbank is affiliated to The Trussell Trust network and this role sits within their Pathfinders programme locally, which will be led by the Pathfinder Lead. The successful applicant will report to the Pathfinder Lead, who will be a new recruit.

**Role Responsibilities**

* With support from the Pathfinder Lead, create a warm atmosphere in the Community Hub for clients, striking a balance between communal spaces as well as opportunities for discreet conversations between clients and strategic partners
* Oversee the effective running of the Community Hub by providing a safe, secure café environment within which volunteers can work and ensure compliance with all relevant environmental health standards as well as health and safety procedures
* Manage and coordinate rotas to ensure the oversight of front-of-house and client-facing volunteers operating exclusively within the Community Hub to direct clients towards strategic partners offering specialist advice onsite
* Build a good working relationship with volunteers and strategic partners operating from the Community Hub, ensuring a convivial working environment as well as ensuring they have consistent access to refreshments and technology
* Work with the Pathfinder Lead to ensure good use of volunteers operating front-of-house and engaging with clients as well as provide necessary feedback to monitor and evaluate long-term effectiveness of the Pathfinders programme
* Deputise for the Pathfinder Lead during annual leave and deliver presentations to churches and various other groups as directed within both local authorities in which the foodbank operates
* Meet for weekly one-hour meetings with Dundee & Angus Foodbank team (this will include the Foodbank Manager, Stock Coordinator, Pathfinder Lead and Hub Coordinator) to ensure effective running of the Community Hub
* A requirement to attend Pathfinders or The Trussell Trust conferences or meetings as required, which will occasionally require evening or weekend working, to engage and network with others delivering similar projects across the UK

**Role Requirements**

We seek a warm individual with experience of working in or managing a café as part of a voluntary organisation or with transferrable skills. This person will require the sensitivity to work with people experiencing poverty. Good coordination and administrative skills as well as an understanding of foodbanks and poverty are desirable. This is a senior leadership post with a genuine occupational requirement (GOR) that the successful applicant be a person of active Christian faith. Please also see the associated equal opportunities statement below.

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| **Essential** | **Desirable** |
| Experience of coordination within a café environment or voluntary setting | Good administrative acumen and familiarity with Microsoft Office software |
| Experience of managing environment health as well as health and safety standards | Good written and oral communication skills as well as ability to deliver presentations |
| Experience of operating in an organisation with a volunteer network or equivalent | Good interpersonal skills to work effectively with others and support volunteers |
| Experience of handling competing priorities in a busy environment | A valid UK driving licence as well as ability to travel for meetings or conferences |

**Benefits**

* 28 days (pro-rata) paid annual leave including public holidays
* We offer a contributory pension scheme
* Sick pay applies at the statutory rate
* Accommodation, subsistence and travel for conferences is fully remunerated

**Process**

Please send a curriculum vitae and covering letter including two references (one current or most recent employer and one church leader) to [jobs@dundeeandangus.foodbank.org.uk](mailto:jobs@dundeeandangus.foodbank.org.uk) telling us how your values and skills align with the role and why you want to work with Dundee & Angus Foodbank. The closing date for applications is 1700 hours on Friday 7 April. All applicants will be contacted by Monday 10 April with an invitation to an interview in person or an indication of lack of success. Interviews will be held in the week commencing 17 April and questions will be values and skills-based. A job offer will be subject to satisfactory references, a PVG check as well as confirmation of entitlement to work in the UK in accordance with the Asylum and Immigration Act 1996. If you have any questions relating directly to the role, please send an email with questions to [jobs@dundeeandangus.foodbank.org.uk](mailto:jobs@dundeeandangus.foodbank.org.uk).

**About**

Dundee & Angus Foodbank is a Christian charity committed to a hunger-free future and supporting people out of poverty. It is affiliated to The Trussell Trust network and is currently the busiest in Scotland, having provided 10,442 people with a three-day emergency supply of food between April and September 2022. In partnership with The Trussell Trust, Dundee and Angus Foodbank is one of 10 in Scotland to pioneer the Pathfinders programme, which aims to support people experiencing hardship find a route out of poverty. Our vision is to ensure individuals experiencing poverty have access to emergency food aid, whilst addressing the underlying causes of poverty, including through the development of a community hub. The hub is scheduled to open in Summer 2023 and both the Pathfinder Lead and Hub Coordinator roles will play a critical role in the local delivery of this programme.

**Equal Opportunities**

* Dundee & Angus Foodbank is a Christian charity which embodies the belief that God loves differences and variation. He longs to include those who experience marginalisation. There’s clear evidence of this throughout the Bible. The principles of no unlawful discrimination and equality of opportunity also apply to the way in which we treat trustees, visitors, clients, suppliers, partners, stakeholders and former colleagues
* Dundee & Angus Foodbank is an equal opportunity employer and is committed to ensuring, within the framework of the law, that its places of work are free from unlawful or unfair discrimination on the characteristics of colour, race, nationality, ethnic or national origin, sex (including gender reassignment), marriage and civil partnership status, pregnancy and maternity, sexual orientation, age, fixed term or part time status, religion or belief or disability
* We aim to ensure that our staff (be they employees or volunteers) achieve their full potential and that all employment decisions are taken without reference to irrelevant or unlawful criteria. We have adopted a related equal opportunities policy, from which this statement is drawn, as a means of helping to achieve these aims. This policy is not contractual but sets out how we aim to manage equal opportunity. We may vary, replace or terminate it at any time