

East Lothian Foodbank – Warehouse Co-ordinator

Job Details

Reporting to: Operations Manager

Contract type: Permanent

Hours: 25

Work pattern: Monday to Friday

Salary: £29,120 (£20,800 pro-rata)

Location: The East Lothian Foodbank, 3 Civic Square, Tranent EH33 1LH

The Application Process

Application deadline: Friday 2nd October 2026 12pm Noon*

Interview date: It is anticipated that interviews will be held **on or around the w/c 5th October***

Interview location: In person, Tranent

Please submit your CV of no more than 2 sides of A4 to joinourteam@eastlothian.foodbank.org.uk along with a cover letter telling us why you are interested in this role and why you are a suitable candidate. *Applications without a covering letter will not be considered.*

As part of our recruitment process there will also be a short practical assessment that forms part of the interview.

In line with our Recruitment and Selection Policy this role will be subject to a Disclosure Scotland check.

*We regularly review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, please submit your application as soon as possible.

About the East Lothian Foodbank

East Lothian Foodbank provides food and emergency daily essentials to local people who are experiencing hardship in East Lothian. Alongside the provision of emergency food parcels and essentials, we offer a money advice service and practical support to individuals and families who use our service. In addition to this, we work with partners and local community to influence policy towards ending poverty in East Lothian.

As an independent Scottish charity, we are fortunate to also be part of a nationwide network of foodbanks, supported by Trussell, working together to ensure no one in the UK needs a food bank to survive.

About this role

This is a varied and hands-on role based in our warehouse for a proactive individual, looking to support local communities. You will help lead a team of volunteers to ensure that our warehouse runs efficiently by - coordinating effective stock control, arranging timely transportation of stock deliveries, and meeting legislative standards (Health & Safety, Environmental Health, Food Hygiene etc).

This is a supervisor role in which you will support and guide team members in the day-to-day running of our foodbank. This will include our new Food Club Coordinator and our Van Driver.

You will coordinate day-to-day running of our warehouse. Duties will also include –

- Coordinating warehouse & delivery logistics
- Maintaining accurate records of stock in our storage facilities
- Planning our Van Driver shifts and weekly donation collections across the county
- Helping to increase food donations
- Supporting the running and ordering of stock for our Food Club
- Training volunteers/onboarding new volunteers

Key responsibilities

The Warehouse Co-ordinator will:

1. Reporting

- Provide the Operations Manager & Foodbank Director regular reports on Stock levels and most needed items
- Ensure accurate stock records are kept on our online reporting system
- Keep accurate and timely records using spreadsheets of stock
- Be aware of and act in accordance with GDPR and safeguarding regulations

2. Supervising Staff/Volunteers

- Supervise and support warehouse team members (Van Driver & Food Club Coordinator) with support from the Operations Manager
- Undertake supervisory meetings with team members to ensure objectives are being met and work is progressing
- Support team members with any day-to-day concerns
- Coordinate with the Operations manager to organise and ensure our volunteer team keep up to date with training required
- Allocate daily tasks to the volunteer team
- Oversee smooth running of our warehouse

3. Stock control/logistics

- Order and manage food stock within our warehouse
- Organise Van Driver collections of stock across the county
- Maintain accurate stock in/out records using online databases and spreadsheets
- Keep up to date with relevant Health & Safety/Food Hygiene regulations to ensure food and warehouse logistics operate safely and efficiently
- Maintaining and managing stock control in our off-site storage
- Ensuring safe and efficient practices in our warehouse

About you

To succeed in this role, you must have the following skills and experience:

- Experience coordinating/managing logistics
- Experience of working with a range of different people
- Ability to handle difficult conversations
- Ability to work in busy, practical environments
- Strong organisational skills and attention to detail
- Confidence communicating with staff, volunteers and partners and the ability to support and guide others in their roles
- Experience of supervising and supporting team members
- A proactive, reliable and solutions-focused individual
- A positive and proactive team-player actively contributing to a strong and committed staff and volunteer team
- Understanding of confidentiality practices and GDPR guidelines
- Demonstrable professionalism
- Understanding of safeguarding and professional boundaries
- Demonstrable empathy, non-judgemental, and committed to always preserving the dignity of clients and in every interaction
- Full driver's license preferred but not essential

Key Competencies

- Highly organised and self-motivated
- Adaptable and proactive
- Excellent IT skills – including google suite and office packages/excel
- Adaptable to use new software and online databases
- Committed to the values and mission of East Lothian Foodbank

Benefits

- Accredited real Living Wage Employer offering competitive salary
- Annual leave: 32 days including 9 bank holidays (pro rata)
- Pension: ELFB is a member of the NEST Pension Scheme. The successful candidate would be enrolled within the pension scheme 3 months from the joining date. Further information about Employer Pension obligations can be found at <https://www.nestpensions.org.uk/schemeweb/nest/aboutnest/pensions-are-changing/auto-enrolment.html>
- Employee assistance programme - the successful candidate will be enrolled into our assistance programme provided by Hospital Saturday Fund on completion of probation. This gives access to a range of employee welfare, mental health and financial support. Including money towards specific private health treatments and access to a range of discounts through Perk Box
- Business travel: 55p per mile paid for business travel
- Financial contribution to activities that support your health and wellbeing – on completion of probation