

## Cambridge City Foodbank Volunteer Role Description

<b>Role:</b>	<b>Administrative Assistant</b>
<b>Time Commitment:</b>	4 hours per week (Ideally: Tues pm, Wednesday am or pm)
<b>Location:</b>	Orwell House, Cambridge, CB4 0PP

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We are seeking a volunteer to help Cambridge City Foodbank realise it's vision of ending the need for food banks by providing administrative support to the Fairbite Food Clubs. Fairbite Food Clubs are a project of Cambridge City Foodbank, delivered in collaborative partnership with community organisations. They provide affordable food to those in need for a small membership fee, as well as a sense of community and support such as financial advice.

As a volunteer Administrative Assistant to the Fairbite Development Manager, you will have previously worked or volunteered in an administrative role, will be familiar with Microsoft Office packages, and will be known as a reliable and trustworthy person.

### How You May Help Us:

Depending on your experience, here are some of the areas you may help us with:

#### 1. Database processes:

- Entering membership applications on database system.
- Scanning and uploading documentation.
- Extending memberships.
- Other tasks.

#### 2. Spreadsheet creation and maintenance

- Entering and updating personal data from application forms onto spreadsheets.

#### 3. Posters and Fairbite information

Creating and updating information posters for events and activities

### What You Will Need:

- Administrative experience.
- Willingness to learn and follow instructions.
- Ability to communicate in a clear, friendly and positive manner.

- Ability to maintain confidentiality.
- A commitment to the vision, mission and values of Cambridge City Foodbank.

## Who We Are:

Our Vision is for a UK without the need for food banks. Each day we meet the need for emergency and affordable food, and tackle the causes of poverty, by harnessing the power of the community. We are an independent local charity and member of the Trussell network.

We value **dignity, justice, compassion, community** and **impact**, in all that we do. We serve local people regardless of background, inspired by our Christian ethos and values.

As part of our commitment to inclusion, diversity and equity, we actively encourage applications from under-represented groups such as returning parents or carers who are re-entering work after a career break, people who are LGBT+, from Black, Asian and Minority Ethnic (BAME) backgrounds, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions and those with a lived experience of poverty as well as any other under-represented group in our workforce. We are committed to ensuring the safety and protection of our employees from all forms of harm.

**Currently:** our amazing team of over 200 volunteers assisted by a small staff team, provided over 17,500 3-day emergency food parcels to people across Cambridge (around one-third are children) and distribute in excess of 170,000 kilos of food.