**Supermarket Food Drive Coordinator Role Profile**

**Details**

**Role:** Supermarket Food drive Coordinator

**Where:** Cambridge City Foodbank Office

**Time commitment:** At least four days around the supermarket food drive, worked flexibly.

**When:** During supermarket food drives, approx. four times a year.

**Main contact:** Volunteer Development Coordinator

**Why we want you**:

We’re looking for someone to help coordinate our supermarket food drives, which are a vital part of our food collection efforts. In this role, you’ll work closely with volunteers to create a rota for each drive, which typically takes place every 1 to 2 months. Our biggest supermarket food drive happens in November. You’ll also be responsible for keeping the volunteer briefing materials and other essentials up to date and ready ahead of each event. On the day of the drive, you’ll liaise with staff and volunteers to ensure the event runs smoothly and provide support as needed.

**What you will be doing:**

* Communicate the details of upcoming supermarket food drives to volunteers in advance, and record their availability.
* Coordinate with volunteers to create a rota based on their availability, scheduling them in hourly slots, and arrange for drivers to collect donations throughout the day.
* Draft and update the volunteer briefing before each food drive to ensure all volunteers are well-informed and prepared.
* Assist with the packing and preparation of materials such as signage, shopping lists, banners, collection pots, and other essentials prior to the food drive.
* For multi-day food drives, coordinate with the final team of the first day and the first team of the following day to ensure a smooth handover.
* Liaise and coordinate with the Operations and Warehouse teams to ensure the supermarket food drive runs smoothly.
* Be responsible for starting off the food drive by setting up the table, etc., and coordinating with the supermarket to ensure everything is in place for the volunteers to begin.
* Kick off the food drive with warmth and enthusiasm, setting a positive tone that inspires and energises volunteers for the day ahead.
* Coordinate with food drive volunteers and driver volunteers and ensure clear communication of all instructions.
* Maintain a record of the total amount of food collected during the drive and include this information in a thank you email sent to all volunteers after the event.
* Must be available in November for our biggest Supermarket Food Drive.

**Skills you will need:**

* Organising skills
* Communication skills
* Friendly personality and approachable.
* Willingness to learn and follow instructions.
* A commitment to the vision, mission and values of Cambridge City Foodbank

**What’s in it for you:**

* This is a meaningful and rewarding opportunity to play a key role in organising food collections for the Foodbank. You will make a real difference to people facing difficult times.
* You will work alongside a dedicated and caring team of volunteers and staff passionate about making difference to the community and supporting families and individuals facing hardship.
* You won’t be doing this alone. Full support and guidance will be available every step of the way to help you feel confident in the role.
* Meet new people, build relationships, and stay socially connected with others who share your values.