**Cambridge City Foodbank**

**Volunteer Role Description**

**Role:**  Christmas Hamper Appeal Coordinator

**Time Commitment:** 4-8 hours in Nov (flexible), plus 7th & 9th Dec

**Location:**  Remote and 6 Nuffield Close, CB4 1SS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Support our annual Christmas Hamper Appeal by coordinating the preparation, collection, and distribution of hampers to people facing hunger across the city. This role ensures the smooth running of the project, helping bring festive support to individuals and families going without the essentials.*

**How You Will Help Us:**

Here are some of the areas you’ll help us with:

1. **Volunteer Team Coordination:** Organise teams on 7th / 9th Dec – hamper intake/prep days, provide team briefings, liaise with existing & corporate volunteers.
2. **Overseeing Donations & Collections:** Liaise with large donors on delivery times, and on physical collections where appropriate.
3. **Hamper Preparation & Distribution:** Oversee sorting, checking contents, ensuring dietary requirements and food safety standards met, labelling and recording. Assist CCFb staff to coordinate delivery of hampers to Fairbite Food Clubs.
4. **Supporting Promotion:** Collaborate with CCFb staff to raise awareness of the hamper appeal.

**What You Will Need:**

* Reliable and trustworthy, with a positive attitude.
* Organisational & problem-solving skills, able to manage moving part
* Ability to communicate in a clear positive manner.
* Physically able to life bags (up to 10kgs)
* A commitment to the vision, mission and values of Cambridge City Foodbank.

**What You’ll Gain**

|  |  |  |
| --- | --- | --- |
| Opportunity to impact your community at Christmas | Experience in ‘event coordination’ | Work chance to work with a passionate team |

**Who We Are:**

Our Vision is for a UK without the need for foodbanks. 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 Trust 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.

**How to Apply:**

If you're interested in volunteering for this role, please contact [**volunteer@ccfb.org.uk**](mailto:volunteer@ccfb.org.uk) **by 1st October**, outlining your interest in being involved and any relevant experience or skills that would help you in the role.