

East Lothian Foodbank - Food Club Coordinator

Job Details

Reporting to: Food & Logistics Manager

Contract type: Fixed term, 6 months

Hours: 12 hours per week

Work pattern: Monday to Friday

Salary: £24,479 (Pro-rata to £8,392.80 per year)

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

The Application Process

Application deadline: 19th of August 2026*

Interview date: It is anticipated that interviews will be held **on or around the w/c 24th August***

Interview location: In person, Tranent

*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.

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.

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.

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 new opportunity at our Foodbank for a proactive, hands-on individual with strong organisational skills and a passion for supporting local communities.

As part of an expansion of services, our Food Club will provide access to affordable food alongside opportunities for connection, wellbeing support and community building. Our hub is more than a food space - it is a welcoming community space that helps build stability and positive futures.

You will coordinate the day-to-day running of our Food Club, ensuring it stays well organised, fully stocked and operates effectively. This is a varied, hands-on role where you will support staff, manage logistics and to potentially help develop new sites as our hub grows.

Duties will also include – organising advice/support drop-ins from a range of local agencies, reviewing and promoting memberships to people who use our service and building and maintaining strong relationships with individuals across our community.

Key responsibilities:

The Food Club coordinator will:

- Manage rotas and arrange delivery driver cover for collection of food/stock
- Coordinate food/stock orders
- Offer a warm welcome to people using our space looking for support
- Ensure shelves are stocked, organised and ready to open
- Support and guide relevant volunteers
- Support operational staff to identify and onboard new members of the Food Club
- Co-ordinate weekly support drop-ins for a range of advice agencies
- Help develop our space as a welcoming, inclusive community hub
- Maintain high standards of health & safety, food hygiene and safeguarding
- Assist monitoring, audits and continuous improvement
- Undertake general administrative tasks in relation to this role
- Ensure stock is recorded accurately
- Provide operational cover where needed
- Undertake any other duties that may be reasonably expected to fulfil the role

About you

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

- Experience of supporting delivery of community or frontline services
- 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
- Understanding of safeguarding and professional boundaries
- A proactive, reliable and solutions-focused individual
- Understanding of confidentiality practices and GDPR guidelines
- Demonstrable professionalism
- A positive and proactive team-player actively contributing to a strong and committed staff and volunteer team
- 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
- Good IT skills – including google suite and office packages/excel
- 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