

South and East Bristol Foodbank - Admin Officer

(Fixed-term Role: November 2024 to March 2025 – 22.5 hours per week)

Reliable – Diligent – Systematic – Approachable – Clear Communicator – Adaptable – Unflappable

Do some of the words above describe who you are? Do you have the passion and motivation to use your administrative skills to support the vital work of the South and East Bristol Foodbank?

inHope's South and East Bristol Foodbank team provides vital support to people experiencing food insecurity. Operating across seven outlets, the Foodbank provided food parcels to feed 7,441 people in the last year, alongside offering support and advice. The Foodbank is affiliated to the Trussell Trust and has an ambition to end the need for people to use foodbanks, by giving them the tools to maximise their income and minimise their household costs, whilst also providing emergency support where needed.



We are looking for a temporary Foodbank Admin Officer to join inHope's Foodbank team, during a period of peak demand, to support the efficient operation of the Foodbank's administration. This role will be the first point of contact for enquiries from clients or referrers, responding to emails and phone calls and escalating to managers as appropriate. This varied role also includes supporting the team with the administration of its day-to-day operations, including food collections, monitoring stock and updating donors of gaps in supplies. Experience of administration would be beneficial but is not essential.

Further information about this role and the Job Description are available via our website: www.inhope.uk/get-involved/work-with-us. To discuss this role, or find out more, please contact: steve.baker@inhope.uk.

There is an Occupational Requirement for this role to be filled by a practicing Christian. Our Statement of Faith, Vision and Values and our Equality, Diversity and Inclusion Policy are available upon request and online at www.inhope.uk.

- *Salary: circa £25,000 pa, paid pro-rata.*
- *Hours worked per week: 22.5, with some flexibility over how these hours are worked.*
- *Annual Leave: 54 hours over an expected 5 month fixed-term contract.*
- *Workplace pension with matched contribution of up to 5%.*
- *Access to inHope's Employee Assistance Programme.*

Applicants:

We welcome applications from all communities and backgrounds. We particularly encourage applications from those with lived-experience of using foodbanks.

About inHope:

inHope is an established Christian charity with a broad support base that has been working in Bristol since the mid-80's. We are dedicated to helping those with life disrupting problems, such as food poverty, homelessness and addiction, to reach their God given potential free from injustice and insecurity.



For those who need us most

Job Opportunity

Application Process:

You can apply by either:

- A. Downloading and completing the [application form from our website](#), or
- B. Submit your CV with a covering letter which addresses the following:
 - i. A professional statement saying how you meet the requirements of the role as given in the Job Description and giving examples of how your knowledge, experience and skills demonstrate your suitability for this role (no more than 750 words); and
 - ii. A personal statement saying how your Christian faith has developed over time, and how you see your faith being worked out in practice through the role applied for (no more than 500 words).

Your application form or CV and covering letter, must be sent to: HR@inhope.uk by 30th September 2024.

If you would like support with completing your application please contact our HR team using the e-mail above or by calling 0117 330 1230 (please select general enquiries).

Screening conversations / interviews may be held for shortlisting purposes, where deemed helpful.

Applications may be considered and interviews held prior to the closing date. We will update the advert should an appointment be made prior to the closing date.

Contact from recruitment agencies or online platforms in relation to promoting this vacancy will not be responded to.