

## **Volunteer Coordinator Intern Information Sheet**

### **About us**

We are a not for profit organisation that is both business and charity, based in a St James church, West Hampstead.

As a business we run a Post Office, café, children's soft play, host events and a variety of classes and workshops. As a charity we run a debt advice service which provides free advice to our local community.

We operate as a social enterprise in that our trading activities support the work of our charity. Although we are based in a church we do not have a religious affiliation.

### **About the role**

We are looking for an energetic and enthusiastic intern, who will have specific responsibility to set up and coordinate a brand new food sustainability project and recruit volunteers for other roles within the centre.

You will report to the centre management and have daily supervision and guidance, plus a monthly supervision session with the centre director.

The post is for 25 hours per week over 3 – 4 days, hours can be flexible.

Intern expenses will be paid at a fixed rate of £175 per week.

We currently only have funding for 6 months but hope to extend the project if it's successful.

### **About the food sustainability project**

We have received funding to set up a sustainable food distribution project, run by volunteers, for our local community. This will be a trial project for 6 months.

We already have a community fridge and receive donations from Gail's Bakery, and we wish to build on this to achieve the following aim's;

- Reduce hunger and food poverty
- Reduce food waste
- Encourage rewarding volunteering
- Engage and strengthen our community

### **The role's main responsibilities are;**

- Research, plan and implement a sustainable food project for the local community
- Develop and build relationships, partnerships and networks with local food providers and referral agencies
- Recruit and supervise volunteers to assist in the service delivery

- Oversee all day to day operational elements of the project
- Promote the project to partners, service users and other stakeholders.
- Ensure Covid compliance and other relevant policies and procedures
- Undertake monitoring and evaluation of the service
- Recruit volunteers for other roles within the centre
- Undertake other duties within the centre that assists in the day to day operation of The Sherriff Centre

### **We are looking for;**

- Great organisational skills
- Excellent communication skills
- Experience of working with people
- Great IT skills/social media savvy
- Can take the initiative, lead and motivate
- Committed and trustworthy
- Community minded and has an interest in community engagement
- Energy and enthusiasm
- A positive attitude

### **What you will receive from us;**

- Hands on work experience in project management, charity development, volunteer management, community engagement.
- Opportunities to be part of, and learn about an exciting and innovative social enterprise
- Fixed rate expenses of £175 per week
- Supervision, support and mentoring from an experienced charity manager
- Work reference
- Barista training (if requested)
- Free tickets to centre events, including Sofar Sounds

### **How to apply;**

Send an email to [hello@thesherriffcentre.co.uk](mailto:hello@thesherriffcentre.co.uk) with the subject heading 'Volunteer Coordinator Intern'. Telling us why you would be suitable for the role and your availability. Please attach a CV if you have one.