|  |
| --- |
| Ibijoke Children Foundation UKJob Description FormProject Officer – Part Time |

|  |
| --- |
| Job Description |
| Job Title: | Project Officer |
| Department/Location: | Ibijoke Children Foundation UK, 62 Prescot Road, Kensington L70JA |
| Reports to: | Project Manager |
|  |
| Hours of work: | Part Time 20 hours including occasional evening and week |
| Salary: | £10,000 (pro rata from 40-hour FT salary £20,000) |
| Summary of Position: To support the effective running of the charity and particularly functions relating to our foodbank project and food bank club. To handle client and service data to enable delivery in a coordinated and efficient way. To support individual enquiries making referrals where necessary. |
| Primary Responsibilities |
| To deal with project specific enquiries over the phone, online or face to face      |
| To welcome and register food service users ensuring that online records are updated and service users are assisted in the selection of food as required |
| Prepare food parcels for specific cases when necessary as directed by the Project Manager |
| Work with the Project Manager to manage stock levels for consumables and ensure that the fridges, freezer and food areas are kept clean and tidy at all times and food stock rotation in food storage areas is performed |
| To pick up and/or collect from drop boxes and local businesses who are donating food to either the food bank and liase with food projects and other external agencies as necessary to ensure delivery of food when available |
| Maintain stock rotation and ensure distribution in a timely manner to minimize waste |
| To provide general administrative and support to projects, including income generation development |
| Maintain Facebook, twitter and online presence and ensure events and food availability are communicated using the appropriate media and devise promotional materials in conjunction with the Project Manager |
| To make contact with service users to find out their experience of using Ibijoke services and find out how satisfied they were, recording responses |
| Liaise with Project Manager to recruit and train volunteers ensuring that they are trained in specific day to day food related tasks such as stock rotation, storage and hygiene |
| Personal Specification |
|  | **Essential** | **Desirable** |
| Qualifications & Training | GCSE or equivalent in English and Maths or the ability to demonstrate comparable skills |       |
| Experience | Experience of handline client information Experience of using and maintaining a database Experience of managing and prioritizing tasks | Fundraising within a voluntary sector setting Office administration experience |
| Qualities and Attitude | Enthusiasm and commitment Ability to work on own initiative and as part of a teamFlexibility and willingness to undertake a variety of tasks |       |
| Skills | Excellent communication skillsExcellent organizational skills Good administration skillsAttention to detail and accuracy when recording information |       |
| Prepared by |
| Name:  | Joke Aduroja | Signature:  |  | Date: |       |
| Title and/or Department: | Project Manager, Ibijoke Children Foundation UK |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.