Role Title: Purple Sheep Pantry Coordinator

Contracted Hours: 16 hours per week to include Tuesdays & Thursdays 8am-1pm

Some flexibility will be required, including occasional evening and weekend work

Salary: £12/hr

Location: Vintage Church Hall, Hughenden Road, BS23 2UR, and home-based outside of Pantry hours.

Responsible to: Weston-super-Mare Foodbank Manager & Food Club steering group

This is a 12-month fixed term contract, with potential to be extended subject to securing adequate funding.

About the Role

The Pantry Coordinator will be responsible for the operational management of Purple Sheep Pantry in Hughenden Road. Purple Sheep is a newly formed community food club with the simple aim of making good food accessible for all.

The food club will be a membership-based organisation, buying in groceries to stock the Pantry – initially from suppliers of industry surplus – to be shared amongst its members at low cost, enabling households to make regular savings on their food bills. Additional services will include the sale of in-house products (e.g. frozen ready-meals) and participation in buying groups. The Pantry will operate alongside the Community Kitchen, both being staffed by volunteers drawn from the membership. The Kitchen will offer hospitality and a warm welcome, and be a space for skills-sharing, batch cooking groups, product manufacture and community celebrations.

Weston Foodbank will have a presence during the Pantry’s core opening hours to help people move away from acute food poverty towards greater food security. Providers of other support services will also attend during core hours, offering open but inconspicuous access to help and advice, in keeping with the informal, sociable setting.

We aspire to run the Purple Sheep Pantry and Community Kitchen as a model of good practice. Our vision is to build a proactive, vibrant and sustainable community food club founded on principles of generosity, inclusivity, and fairness. The project is part of the Weston Food Clubs network and works closely with other local organisations towards the shared goal of equitable access to nutritious, sustainable, and culturally appropriate food.

Responsibility for the finance, governance and employment activities of the food club will rest with Weston Foodbank during the start-up phase and be transferred to an independent, member-led committee as soon as the necessary structures, processes and people are in place.

Tasks/Responsibilities

**The Pantry Coordinator will oversee all aspects of Pantry operations and assist with the development of the wider food club:**

\* Stock control, ordering, maintaining good relations with existing suppliers; supporting the steering group to identify and build links with new suppliers, particularly local growers and producers

\* Volunteer recruitment, coordination, and development

\* Maintain accurate, up-to-date records of Pantry stock levels, income and expenditure, and monitoring data; contribute to monitoring, evaluation, reporting and planning

\* Support the steering group to develop a diverse membership-base and build positive relationships with all stakeholders. This will include supplying social media content, assisting with publicity, attending local events and engaging with community members to facilitate grassroots development

\* Support the steering group’s development of the Community Kitchen, ensuring Pantry and Kitchen operations are integrated and mutually beneficial

\* Help establish the Purple Sheep Pantry as a model of good practice, working with the steering group to identify funding and development opportunities, and embed principles and practices that support long-term viability

\* Carry out any other reasonable duties that are necessary for the smooth running of Purple Sheep Pantry and Community Kitchen, in line with the skills of the post holder.

ARE YOU?

* A team worker with great communication skills and a strong understanding of food and environmental issues
* Passionate about sustainability and fairness
* Flexible and adaptable
* Able to manage your own time and work under pressure
* Able to lead on the physical set up and pack down of the food club sessions, including moving heavy tables and stock
* Passionate about community empowerment, best practice and equal opportunities

DO YOU HAVE?

* A thorough understanding of working with volunteers and running a community project
* A passion to share your food-based knowledge and skills
* Strong written and verbal communication skills, whether by telephone, in person or online
* Experience of stock control, cash handling, health & safety and retail
* Experience of working in the voluntary and community sector
* Good IT skills – able to use Microsoft Office, Windows etc.
* Good local knowledge
* A driving licence

**If the answer is yes, please send your CV with a covering letter detailing why you think you’re the person we’re looking for by 5pm on Friday 11th November to** [**info@wsmfoodbank.org.uk**](mailto:info@wsmfoodbank.org.uk)**.**

**Interviews will be held on Thursday 17th November.**

Studies have found that women and BAME candidates in particular do not apply to roles unless they meet 100% of the criteria. We encourage candidates to apply even if they do not meet all the criteria.

If there are aspects of the role or hours that you are not sure about, but you know you want to work with us and can bring something to the team – get in touch. We are happy to discuss job shares or review roles to make sure we have a strong, diverse, and inclusive team overall.