



Post Title: Administrative Officer for South Belfast Food Bank

Salary: NJC Scale 5 SCP12 - Scale 6 SCP 18 £26,421 - £29,269 pro rata depending on skills and experience

Hours of Work: 30 HPW, days to be agreed but to include Fridays

Place of Work: South Belfast Foodbank, University Street, Belfast

Reports to: South Belfast Foodbank Project Manager

Job Scope:

Responsible for the provision and maintenance of all central office functions to help us achieve our mission of alleviating food poverty in South Belfast.

Main duties and responsibilities:

1. Provide administrative support to the Project Manager.
2. Provide administrative /technical support to foodbank sessions from time to time.
3. Oversee and maintain initial contacts with all stakeholders via telephone and email.
4. Administer and maintain financial and procurement processes of the Food Bank, including preparation of annual Gift Aid returns.
5. Assist with recruitment and training of suitable volunteers for administration roles within the central office.
6. Help ensure and review Food Bank compliance with statutory requirements and policies such as Health and Safety Legislation, Data Protection, Trading Standards, etc.
7. Provide Minutes and reports as required to assist in monthly reporting to Board of Trustees.
8. Ensure all organisational policies, Trussell Trust guidelines and partnerships are up to date and complied with. (Trussell Trust supports over 1,200 Food Banks in the UK, including South Belfast.)
9. Attend monthly evening meetings of the Finance committee as required.
10. Assist with the production and distribution of our online newsletter.
11. Ongoing personal development and other duties and responsibilities as shall be requested from time to time by the South Belfast Board of Trustees.

Essential Criteria

		Essential	Desirable
Qualifications	At least 5 GCSE's to include Maths and English grade A-C (or equivalent)	X	
Experience	At least two year's office administration experience, including dealing with financial matters and managing a database.	X	
	Experience of taking meeting Minutes.		X
	Knowledge of Foodbanks or working with people in poverty.		X
	Experience of supporting volunteers.		X
	Experience maintaining social media presence		X
Skills	Basic skills in Microsoft Office and Google Suite, including Excel, Word and Outlook (or equivalent)	X	
	Proficient in the use of Excel, Microsoft Office and G Suite.		X
	Ability to work independently, and as part of a team.	X	
	Excellent time management, administration and organisation skills.	X	
	Excellent written and verbal communication skills.	X	
Personal	Willingness to respect the aims and Christian ethos of South Belfast Foodbank and of the Trussell Trust.	X	
	Highly organised and self-motivated, able to work on own initiative to tight deadlines.	X	