**Job Title: Project Coordinator**

**Project: Community Fridge**

**Direct reports: Volunteers**

**Location: Swansea**

**Hours: 35 hrs per week**

**Salary: £21,500**

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We are an award-winning housing charity based in Swansea. We are on an exciting journey of change and to reflect this we have recently changed our name from Caer Las to Goleudy (which means lighthouse in Welsh).  For people with nowhere to live, we provide accommodation, for people threatened with homelessness, we work to keep them in their homes.  Throughout all of our services, we aspire to connect people, homes and opportunities.

**The Project**

The Community Fridge is an open community resource, which receives donations of surplus food from commercial and community donors and diverts it from landfill sites, redistributing it to the local community, free of charge. This concept has been tried and tested across the UK and has proven to be an effective method for reducing food waste, while also benefitting local communities.

**Job Purpose**

* Effective management of day to day operations for the Community Fridge, ensuring that it continues to run successfully.
* Ensuring that the Community Fridge is run safely, in line with health and safety requirements and the project’s food safety management system (based on HACCP guidelines).
* Maintain commercial donor partnerships, while identifying new opportunities with both existing and prospective partners.
* Expand donation base including those from food businesses, allotments, growers, individuals and corporate.
* Expand public profile of the Community Fridge through producing leaflets, networks, social media etc.
* To manage the social media channels (including producing content) for the Fridge, in line with the project’s social media action plan, and increase community engagement via these channels.
* Effective management of volunteer rota and line management of staff and volunteers for the Community Fridge.
* To lead on the recruitment, development & engagement of volunteers.
* Ensure a high level of customer service for all Community Fridge users and manage customer enquiries regarding all Community Fridge services.
* To produce data on project performance and contribute to reports for a variety of stakeholders, including senior managers, the Board of Trustees, funders and external bodies.
* To lead on the implementation of new initiatives, in line with areas of development identified in the project’s strategic plan.
* Maintain compliance with organisational policy frameworks, IT management systems, contractual and regulatory obligations and legislative requirements (Health & Safety, Environmental Health, GDPR)

### **Essential Behaviours, Skills & Knowledge**

**Applicants must demonstrate:**

* A personal value base which is in line with our core values.
* Openness to new ways of working and always striving for excellence.
* The ability to lead a small team and influence others to improve performance and results.
* A can-do attitude grounded in professionalism and good practice.
* The ability to apply critical thinking and decision making to key areas with minimal supervision and guidance.
* The ability to organise different areas of work and multi-task effectively.
* A professional, business-appropriate appearance at all times.
* The ability to manage volunteers/staff and a rota to ensure operational priorities are consistently met.
* Good report writing ability including some analysis of trends.
* Sound budget holding skills, able to make decisions based on clear rationale and evidence
* Good level of literacy, numeracy, IT and administration skills.
* Understanding of key issues relating to food poverty/insecurity and the environmental impact of food waste.
* Understanding of legislation relating to employment, health and safety and GDPR.
* Competence in food safety management is required for the role – this does not have to be from a commercial setting and some training can be provided.
* Must hold a full driving licence. The applicant will be required to drive a small company van as part of their role.

We are not the largest housing charity, nor are we able to pay the highest salaries.  However, we believe what we offer is a competitive remuneration package, a fantastic career & personal development opportunity and the chance to join an organisation with authenticity and credibility at its core.

Due to the nature of the role, it should be noted that this job description is indicative and may be subject to change.