**Job Description**

**Administrative Assistant**

To provide administrative support to the Manager in key aspects of the Foodbank’s activities.

Experience and knowledge of a Foodbank operation is desirable however the skills required to effectively perform the duties required are deemed more important.

This is a part time post, 14 Hours per week (hours by agreement) and whilst some home working is possible at least 1 day a week will need to based at Hazel Grove Baptist Church.

The post is initially for 1 year only. Training on our preferred database systems will be provided as necessary.

**Duties will include:**

* Liaising with warehouse weekly and determine stock to buy in conjunction with FB Manager.
* Advise centres of stock actions, excesses, shortages, purchases needed and donor encouragements
* Organising volunteer drivers and the planning of collection and deliveries each week
* Responding to requests for Foodbank vouchers and despatching to agencies
* Dealing with referral agency matters on the phone and by e mail
* Analysing client use of the Foodbank service and liaising with Agencies to minimise multiple usage.
* Maintaining Foodbank databases in Mailchimp and Outlook, checking all daily correspondence on both systems and updating/amending of records as required
* Updating of donor information, entering donation receipts onto TT system
* Actioning of mailings to databases as required i.e. information, appeals, food drives etc.
* Maintaining up to date information on all Agencies, new set ups, new groups changes etc.
* Producing periodic reports and statistics for Manager and Trustees

**Skills and personal characteristics**

Experience in database maintenance, be computer literate, able to work with database management systems, e mail correspondence and have a pleasant telephone manner.

As one of the main duties is the management of our Mailchimp mailing system, experience in this type of work would be an advantage. You will need a good eye for detail and be able to work through processes in an accurate and speedy manner and not be phased by the amount of detailed work that this requires.

**How to apply**

Please apply with a current CV and a covering letter that explains why you wish to be considered for this post, to foodbank@stockportfoodbank.org.uk

Applications to be received by 9am Wednesday Sept 25th 2019