



## **OPERATIONS COORDINATOR**

### **Personal Specification**

- Experience of working within a Foodbank would be preferable but not essential
- Experienced in working with volunteers, implementing processes and policies, dealing with telephone callers, working with professionals and the public in a sensitive and competent manner
- IT experienced
- An excellent team player
- Good communicator, both orally and person to person, expected to build excellent customer service standards, a strong co-worker
- Efficient and organised

### **Employment Terms and conditions**

- Full time post 37.5 hours per week
- 6-month probationary period
- 4 weeks paid holiday plus bank holidays
- Pension contribution
- Office based at Hazel Grove Baptist Church although an amount of travelling to centres is necessary to fulfil the post. Some flexible hours working may be required.
- Salary based on experience, reviewed annually.