



Foodbank Enquiries Triage Manager

7 hrs per week

Could you be the person that ensures Ely Foodbank serves hundreds of people in food crisis each month?

Ely Foodbank seeks a dedicated person supporting our operations across the region. This role can be carried out from the home on a flexible basis on weekdays, with a few agreed 'core periods'. The role is responsible for handling enquiries that come in through several channels, and ensuring they are either answered or forwarded in a timely and consistent manner.

Reporting to the Project Director, we seek a reliable, enthusiastic person, with good personal skills. Since enquiries can be diverse and unpredictable, the right candidate will have good people skills, be adaptable and be able to work effectively in a team, comprising of operational staff and volunteers.

The actual hours required will fluctuate as demand varies. The ability to self-motivate and take initiative in line with the values of the Foodbank is essential. The position can be considered on either a voluntary or a paid basis.

A full role description and further information about the role are available on request. To apply or express interest, please contact the Project Director, Cathy Wright: cathy@elyfoodbank.org.uk or ask for a call by ringing 01353 468626

Closing date for applications 28th January 2022

Ely Foodbank is a charity founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too.