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Food for Life Admin Volunteer: Role Description

The Shoreditch Trust Food for Life team is looking for an enthusiastic volunteer to help with the day-to-day running of the programme.

What you would be doing

As a volunteer, you'll have a range of activities to keep you busy. You will be given the opportunity to directly support a project and fulfil key tasks relating to its administration including:

- Promoting our courses and activities, ensuring that people are aware of what's available to them and how to sign up;
- Preparing material for our sessions;
- Helping to compile our monthly newsletter;
- Managing data that will help us to demonstrate the impact of our work;
- Overhauling our healthy recipe database: reviewing and formatting recipes, updating the templates and even trying them out at home.

How you can benefit

We will support you every step of the way, from helping you to hone your administrative skills to building your healthy eating knowledge. We will provide opportunities to gain additional skills and knowledge including:

- Formal training in relevant areas such as Food Safety Level 2, Emergency First Aid at Work and Mental Health First Aid;
- Practical opportunities to gain experience by shadowing trained and experienced staff;
- Ad hoc information advice from experienced nutritionists and chefs;
- Administrative experience and supervision.

What you need

No previous experience is required, although an interest in cooking and healthy eating would definitely be a bonus. It would be helpful to have reasonable IT skills and be comfortable using Excel.

Additional information

You will be based at the Shoreditch Trust office at Orsman Road, London N1 5QJ. Ideally we would like you to contribute at least one day per week; it would mainly be during office hours although there may be opportunities to assist at activities that take place in the evening or during weekends.

Contact Katie Edmondson at katie@shoreditchtrust.org.uk or on 020 7033 8505 for more information or to express your interest in helping us out.

All volunteers at Shoreditch Trust are reminded of their obligations under the Data Protection Act as follows:

- *To keep all Personal Data confidential and not to transfer or otherwise make available Personal Data to any unauthorized SHOREDITCH TRUST Staff, Volunteer or Third Parties;*
- *Not to use Personal Data for their own private purposes;*
- *Not to use Personal Data for the purposes of Third Parties.*