

**Freelance Opportunity Role Description**  
(Contract will be available to sign on the first day start working)

<b>Role title</b>	<b>Community Pantry Project Administrator</b>
<b>Salary</b>	£15.00 per hour
<b>Hours of work</b>	9 hours per week
<b>Line management reports</b>	n/a
<b>Accountable to</b>	Community Pantry Project Lead
<b>Liaison with</b>	Staff team, partners, service users, volunteers and other appropriate individuals and agencies.
<b>Role purpose</b>	To support the Community Pantry Project Lead and volunteers in the successful delivery of the project.

**Overall duties include:**

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- Oversee the Community Pantry sessions on Wednesdays and Fridays between 09:00am and 1:30pm
- Meet and greet our service users
- Support the Project Lead and volunteers in running the sessions successfully
- Collect Community Pantry members’ details when they attend and ensure records are accurate and up-to-date – including Excel spreadsheets, Upshot (our CRM database) and the Community Pantry “portal”
- Gather monitoring and evaluation data needed for project monitoring and reporting

**Other benefits:**

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Subsidised lunch

**Person specification**

**Essential**

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**Skills, experience, and knowledge**

1. Excellent administration skills and highly organised
2. Meticulous data entry skills
3. Good attention to detail
4. Good communication skills, both verbally and in writing, with an ability to listen actively
5. Experience of storing, analysing, and processing data required for project monitoring, evaluation reports and quality assurance.
6. Ability to prioritise and manage a varied and busy workload
7. Experience of promoting activities via a variety of media such as newsletters, promotional materials, and social media.



8. Understanding of the importance and requirements of safeguarding, GDPR, equalities and health and safety in a service context and willingness to incorporate these into your work
9. Ability to work on your own initiative and as part of a team
10. Excellent IT skills including Microsoft Office (Word and Excel) and database administration

#### **Competencies**

1. Demonstrates initiative to think ahead and take prompt action to solve problems
2. Applies creative thinking and suggests new ideas
3. Works collaboratively with others for the good of the organisation and builds a network of good working relationships
4. Committed to achieving results and taking personal accountability for work

#### **Other**

This role is subject to a valid enhanced DBS check.