

Hinckley Christian Community Action
incorporating Hinckley Area foodbank
Hinckley Christians serving our community

Administration Manager – Part Time

Hinckley Christian Community Action, the Charity running Hinckley Area foodbank, is delighted to be offering the post of Administration Manager.

We are looking for an enthusiastic person to play a primary role in supporting the day to day running of the Foodbank.

As Administration Manager the role will include:

- Handling internal and external communication e.g. from clients, referrers, donors, and regarding volunteering.
- Checking incoming paperwork from Foodbank Centres and maintenance of spreadsheets.
- Responsibility for secure filing, scanning and shredding of confidential voucher information.
- Processing volunteer applications and maintaining the volunteer database.
- Liaising with new and existing referrers.
- Supporting Trustees - attend Trustee meetings and take minutes (currently held quarterly).
- Supporting the Management team – Work closely with the Project Manager, attend bi-monthly management meetings, and take minutes.
- Liaising with the warehouse team and regular donors.
- Assist in arranging supermarket collections, by inviting volunteers and arranging a rota.

The successful candidate will need to demonstrate:

- Excellent verbal and written communication and interpersonal skills.
- Ability to work independently
- Excellent organisational skills
- Experience of managing databases, spreadsheets (Microsoft Office) and confidential documents.

Closing date for applications: Friday 28th February 2025

Interviews dates: Thursday 6th & Friday 7th March 2025

- Hours of work 12 hours per week, including attending Trustees meetings (currently held quarterly) and Management team meetings (bi-monthly) both of which are held in the evenings.

Salary £13.79 / hour, paid monthly

Employer's Pension contribution 5%

Mileage allowance 45p/mile

Further information and application forms are available from Hinckley Area Foodbank:

- By email from: info@hinckleyarea.foodbank.org.uk
- By mail to: Mrs. P Hancock, Hinckley Area Foodbank Office, Barleyfield, Hinckley LE10 1YE

Hinckley Christian Community Action, Barleyfield, Hinckley, LE10 1YE

Tel: 01455 697390 - **Email:** info@hinckleyarea.foodbank.org.uk - **Website:** <https://hinckleyarea.foodbank.org.uk/>

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