



Registered Charity no. 1154800

Job Vacancy at the Food Bank

Would you like to join the friendly Food Bank team in Bishop's Stortford? We are expanding and adapting to meet the demands of the Coronavirus situation, and are hoping to employ a Part Time Administrative Assistant/Secretary to help us in our work.

As Administrative Assistant, you would be based at the Methodist Church in Bishop's Stortford, where you will provide administrative support for the Bishop's Stortford Food Bank Co-ordinator. In addition, you will act as Secretary to the Food Bank Trustees, attending trustee meetings and taking notes.

This is a paid post (£10 per hour), and is for 9 hours a week (Mondays, Tuesdays and Thursdays: 10am – 1pm), with a possibility of further hours as agreed. You would also be paid for the time required to attend trustee meetings (which usually take place in the evening) approximately four times a year. The post is fixed term for a 6 month period, to assist the Food Bank through this challenging period.

For further details of the position, please see the attached job specification

If you feel that you are the right person for this role, please contact bsfoodbank.coordinator@gmail.com for an application form. Visits to the Food Bank prior to interview would be warmly welcomed. If you would like to call us for more information, please ring Jane Towns on 07747 181813.

We look forward to hearing from you.

Please visit our website www.bishopstortfordfoodbank.com