

**BEXHILL FOODBANK**

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**being a volunteer - what does it involve?**

Churches Together in Bexhill is the governing body for Bexhill Foodbank. We cover the whole of the Rother District with distribution centres in Bexhill, Battle & Rye. The first thing all volunteers need to appreciate is that the Foodbank has a Christian foundation and is run by Christians who are committed to helping those is crisis in our community.

We are part of the Trussell trust group of Foodbanks all of which are run by churches.

We do have non-Christians working on the project, and welcome applications from those who have no church connection.

***What sort of work is available?***

* 1. Talking & listening to clients
  2. Packing food
  3. Sorting and storing food
  4. Driving, which does involving lifting and carrying sometimes heavy boxes and bags.
  5. Supermarket collections

***How much time will I need to give to the work?***

We are currently open for 2 hours twice a week (Tuesday 1-3pm & Thursday 10-12am) in Bexhill and Wednesday 1-3pm in both Battle & Rye. In reality this means for you potentially being at work for about 2 hours 30 minutes each session. We work a rota system with about 8 volunteers working each session. The rota is currently spread across a two-month period based on when volunteers offer to work.

*Your time commitment is therefore entirely up to you.*

We do like everyone to be involved at some time with our regular supermarket collections that are either of two day or three-day duration. Many volunteers offer to do a two hour stint, but some do offer longer times.

***What structure is there to the project?***

Currently everyone who works on the Foodbank is a volunteer including the whole management team, most of whom have worked on the project from the very start. Each manager has an area of responsibility; Project Manager, who has overall responsibility for the 3 centres, is assisted by 7 managers in Bexhill who have oversight of Food Collections, Agency liaison, Meet & Greet, Packing, Warehousing, Finance & Admin. Battle and Rye each have their Branch Manager with a small management team. Each manager also takes it in turn to be the duty manager when we are open.

***What sort of training will be needed?***

For all new volunteers there is a half-day training course. After this course has been undertaken it is then decided mutually what would be the best deployment of volunteers. In essence we are looking for team players that will not just fit in with the ethos of Foodbank, but also with their fellow volunteers. Happy volunteers lead to a well-run Foodbank. Everyone who joins the Foodbank starts working in the warehouse which involves receiving the food in and dealing with where it goes, and also the packing of food which the clients receive.

***Why do we have a probation period?***

The first 3 months that anyone works on the Foodbank is a probationary period during which the volunteer can walk away at short notice, also the management team reserves the right to ask a volunteer to leave the project if it is felt they do not fit in with the ethos of the team. We do reserve the right to ask for a reference from a volunteer’s parish priest or church minister.

For those who do not attend church regularly a reference would have to come from somebody of standing within the community.

***I'm not a regular churchgoer or even a believer - how will that affect me?***

We do start every session with a team meeting which concludes with a prayer, it is hoped that all new volunteers would find this acceptable. Working as part of our team we would anticipate that there would be respect shown for the Christian views that are held by most of our team members.

***What do you do now?***

If you would like to join us on the project fill in the application form and return it to the Project Manager either by post or electronically. If you are offering to drive, for insurance purposes you will have to present a clean driving licence and undergo a short familiarisation session with the vehicle.

You can expect to be asked to come to the Foodbank for a meeting to see what it is like to work on the Foodbank. We like our potential volunteers to spend about an hour with us to talk with one of the managers about your experience and interest, as well as to spend some time with our volunteers experiencing the atmosphere of the Foodbank.

Because of the nature of the work we are doing we are not required to undergo statutory Safeguarding Procedures, but it is assumed that in signing your application form there is nothing held on file about you by the Disclosure and Barring Service (which has replaced CRB). If you are unable to do this and still wish to volunteer you will be expected to explain the situation to the Manager at interview.

**GDPR declaration:** We do not share any of the information given on the application form with any third party. Also please note it is not our practice to pass on contact details between volunteers. Any computer files which we hold containing this information and other sensitive Foodbank business are all password protected.

***Any questions not answered?***

Please contact the Manager by Email [manager@bexhill.foodbank.org.uk](mailto:manager@bexhill.foodbank.org.uk) or by phone 07866 570468.

***Lastly it is hoped that this has encouraged you to join our happy team in serving the community in this way. Thank you for your interest in joining Bexhill Foodbank.***

**Foodbank office address:**



**19/20 Station Road, Bexhill-on-Sea TN40 1RE 01424 736515**

Bexhill Foodbank is a Churches Together in Bexhill project

in cooperation with the Trussell Trust

Churches Together in Bexhill is a registered charity, No: 1149860

January 2019



Registered Charity 1149860

**VOLUNTEERS APPLICATION FORM**

*You are asked to Email your application if possible.*

***Please note information on this form will be treated as confidential***

***IF HAND WRITTEN PLEASE COMPLETE IN CAPITALS***

*Your name*

*Address Postcode*

*Tel No:*

*Email Address*

*Date of birth*

*Church attended if any -*

*Please note we reserve the right to contact your minister or parish priest*

*If you do not attend a church please give the name of a referee that we can contact.*

**Tick which description is appropriate for you**

*Working Retired Between Jobs In education*

*Please tells us a little about your work experience and skills*

January 2019

**When are you available?**

Tuesday Afternoon Thursday Mornings

*Bexhill Centre* *Bexhill Centre*

Wednesday afternoons Supermarket Collections

*Rye & Battle Centres These are twice a year.*

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**Safeguarding**

Whilst we are not required to carry out safeguarding checks we are concerned that we put nobody at risk, therefore by signing this form you are indicating that you have no history that might compromise our situation. If this is not the case then please speak to the manager about the situation it may not prevent you from joining us on the project but it will make us aware of the situation.

When completed please email this form to [manager@bexhill.foodbank.org.uk](mailto:manager@bexhill.foodbank.org.uk)

Or post it to

Bexhill Foodbank, 19/20 Station Road, Bexhill-on-Sea, TN40 1RE

Thank you for your offer to help with Bexhill Foodbank and for filling in this form

Signature date

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**Do you have any health problems the we should be aware of YES / NO**

**If yes please explain briefly**

**Do you hold a current clean driving license? YES / NO**

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