



**Islwyn Ministry
Area**

The Islwyn Ministry Area t/a Rhymney Valley Foodbank is recruiting for the following role:

Project Coordinator

Area: North Caerphilly/ Upper Rhymney Valley

Base: St Peter's Church, Aberbargoed, with some travel required between foodbank centres and communities across the Upper Rhymney Valley

Fixed 6 month contract (grant funded)

Salary: £27,000 p/a

35 hours per week

Holidays: 28 days including Public Holidays

Closing date: 11:59pm 31 May 2024

Interview date: week commencing 10 June 2024

Overall responsibility of the job

To manage and lead a team of paid staff and volunteers in delivering effective and compassionate foodbank services to clients, developing the skills and confidence of staff and volunteers.

To ensure that all areas within each of the foodbank centres are run efficiently and to a high standard, in accordance with organisational policy and statutory requirements.

To lead the strategic and financial planning of the foodbank, and report to trustees about the operation of the foodbank.

To work with partner organisations to ensure that the foodbank is engaged in taking part in wider action against poverty.

A full job specification and pre-interview questionnaire can be requested by contacting RuthRowan@cinw.org.uk

Application procedure

Please provide your completed pre-interview questionnaire, CV and a covering letter outlining your suitability for the role. Please email your completed application to RuthRowan@cinw.org.uk

For an informal discussion, please contact the Foodbank Chair on 01443 836805 or by email to fathermarkowen12@gmail.com