



Supporting refugees, asylum seekers & those with no recourse to public funds

Voices in Exile

## **Foodbank – donor support volunteer role description**

### **Background**

Voices in Exile runs an independent, volunteer-led food bank for service users experiencing destitution. We provide a safe and welcoming space offering food and other essential items. We are proud to be able to offer a bespoke service, taking into consideration culturally appropriate foods, health requirements and cooking facilities. We ask our clients for feedback on our stock and on what else they would like us to provide. Our food bank relies on donations from individuals and local businesses. To keep our food bank service, we need to increase and maintain donations from local businesses.

### **Purpose of the role**

The purpose of this role is to support the food bank coordinator to develop and sustain long term relationships with local food donors in Brighton and Hove.

### **What's involved**

- Researching potential donors;
- Contacting shops, churches, schools, restaurants, allotments and other businesses in the city and fostering ongoing relationships between them and Voices in Exile;
- Maintaining communications with the donor organisations and reporting quantities of food and dates to be delivered / picked up to the Food Bank Coordinator.

### **We are looking for someone who can:**

- Contact via phone, email and in person, potential donor organisations in Brighton and Hove to discuss support for the food bank. This may include making a 'cold' introduction, as well as following up from other initial contacts;
- Develop positive relationships with local organisations;
- Use Word, Excel, the internet and email;

- Speak and write in English.

To volunteer with Voices in Exile you should have an interest in migration issues and a commitment to basic human rights.

### **Time commitments - this role requires a commitment to:**

- initial induction and training
- approximately 2 hours a week to research potential donors, develop communications and make in-person visits
- volunteer for a minimum of 6 months

### **Benefits - your role will provide you with opportunities to:**

- connect with people from different countries and cultures
- be part of a development initiative
- give local people the opportunity to connect to and understand our work

### **Support - you will get:**

- an introduction to Voices in Exile and your volunteer role
- a named staff member for one-to-one support and supervision
- volunteer support group sessions where you can meet other volunteers for peer support and learning
- reasonable travel and other agreed out of pocket expenses

### **Practicalities - We will require you to:**

- attend our induction and training sessions
- follow the policies and procedures of Voices in Exile

**We welcome applications from people from refugee and migrant backgrounds and people who speak a community language in addition to English, as well as people for whom English is a first language. We would particularly welcome applications from speakers of Arabic, Farsi, Pashto, Dari.**

**To apply for this role, please complete our [application form](#). For a Word copy of the form or to discuss this role, contact [sue.shaw@voicesinexile.org](mailto:sue.shaw@voicesinexile.org)**