

POSITION DESCRIPTION

Foody Funders (Fundraising)

Volunteer



Regular Shift Available	Times as required, may include weekends
Position Description Developed	July 2023
Position Responsible To	Community Relations Manager

Organisation Summary: Bendigo Foodshare (BFS) is a vibrant organisation that reduces food insecurity across Central Victoria by distributing donated food and by supporting the development of food skills.

BFS commenced operations in 2013. It is a not-for-profit organisation, governed by a local volunteer Board and staffed by more than 200 active volunteers. BFS operates a seven-day service that sources, rescues donated and surplus food and distributes it to thousands of local people each week via local charities, community groups and schools across Central Victoria.

The core objective of BFS is to rescue food that would otherwise go to waste and distribute this food as food relief to reduce food poverty in Central Victoria. However, food relief is only part of the solution to improving food security within our community. BFS is also committed to working with the community to increase food skills, including growing, cooking and sharing skills, and to reduce the stigma and barriers to accessing help when it is needed.

Position Summary: The Foody Funder, fundraising volunteer, is an exciting, dynamic and rewarding volunteer role for someone looking to support and contribute to the community. You will assist the Community Relations Manager in fundraising activities which help to support the achievement of BFS's overall food relief goals.

The position is currently located at shed 2, 43A Havilah Rd, Long Gully but involves driving around Bendigo to local businesses.

We do not allow volunteers to participate if we determine they are unable to perform tasks safely.

All volunteers are required to wear a BFS high visibility vest and photo id lanyard as provided, and fit for purpose, comfortable and presentable clothing.

Responsibilities:

- Assist with distribution and collection of cash donation boxes in local Bendigo businesses.
- Communicate with other members of the Foody Funders team and Community Relations Manager to ensure efficient management of the cash donation boxes.
- Distribution of fundraising material to local Bendigo businesses.
- Assist with fundraising events as arranged by BFS.
- In this role you are the 'face' of BFS and should carry out this work with a friendly, polite and efficient manner to maintain BFS's positive relationship with our donors and the wider community.
- Always ensure safe and legal driving practices.



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- Maintain open, honest and professional communication, including communicating key messages between staff and volunteers as needed.
- Perform all work with a 'safety first' approach including:
 - Observe and maintain appropriate OH&S requirements.
 - Report any hazards identified in the workplace.
 - Report safety incidents occurring in the workplace.
- Always ensure safe working and manual handling practices. You should not undertake this work if at any time you do not feel comfortable.
- Accept and undertake directions from your BFS supervisor, perform all duties as an effective and contributing member of BFS.
- Notify BFS if you will be unavailable.
- Comply with BFS Code of Conduct.
- Always understand and comply with all relevant BFS policies and procedures.
- All children engaging with BFS programs have the right to feel and be safe. Keeping children safe is everyone's responsibility. BFS is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them. BFS have zero tolerance to child abuse. Each volunteer and employee have a responsibility to adhere to this requirement and report any child safety concerns to their supervisor immediately. Any breach of this standard will result in disciplinary action.

Key Selection Criteria:

- Current Police Check.
- Cash handling experience.
- Have a friendly, welcoming personality.
- Have high level interpersonal skills.
- Current Victorian driver's license.
- An understanding of and commitment to basic OH&S principles.
- Current Working with Children Check (for some roles).

