

Ealing Foodbank Administrative Assistant - Job Description and Person Specification

Role: Administrative Assistant

Responsible to: EFB Manager

Based at: Office (currently West Ealing)

Salary: £28,000 per year (FTE)/ £16,800 for 22.5 hours a week

Hours: 22.5 hours a week, preferably spread over 4 or 5 days

Contract: 12 months fixed contract

Closing date: Tuesday 30 September 2025

Start date: As soon as possible

To apply: Please email your CV and a covering letter, detailing how you fulfil the 8 points of the person specification giving specific examples, to maria@ealing.foodbank.org.uk.

Questions: Any question, contact Maria: maria@ealing.foodbank.org.uk or 07917 902515

Job Description

The Administrative Assistant will:

- Carry out day-to-day office admin: responding to emails; taking phone calls and other admin duties as required
- Recruit, induct and develop the foodbank volunteer teams
- Oversee centre volunteer rotas
- Maintain and update email contact lists
- Input data into the Foodbank's various data systems, ensuring accuracy and maintaining confidentiality
- Contribute to the organisation of various Foodbank events throughout the year
- Support and be an advocate for the Vision, Mission and Values of Ealing Foodbank
- Support and become knowledgeable of the policies and procedures of Ealing Foodbank
- Ad hoc duties as required

Person Specification

Essential Criteria

1. Excellent admin skills with a proven track record
2. Proactive and self-motivated with high level organisational skills, excellent attention to detail and ability to work independently
3. Excellent oral and written communication skills
4. Competent and confident IT user (Office 365, Google Suite, cloud storage solutions)
5. Display sound judgement and is trustworthy
6. Able to establish a rapport, and work effectively with a variety of people with different beliefs, values and life experiences
7. Ability to demonstrate a knowledge of Data Protection and UK GDPR, equal opportunity policy and confidentiality and its relevance to the work of Ealing Foodbank
8. Passionate about supporting people in food crisis and tackling the root causes

Desirable Criteria

Able to act as a public advocate for the foodbank and its clients

Our Values

Ealing Foodbank is an independent Christian charity affiliated with the Trussell network of foodbanks in the UK and working with front-line care professionals from 200 organisations in the borough of Ealing. The Christian faith underpins everything that Ealing Foodbank does and stands for as expressed in our Vision, Mission and Values statement. We expect all volunteers and staff to be comfortable with this.