



THE FELIX PROJECT

JOB DESCRIPTION

Job Title: Central London – Deputy Co-ordinator

Employment Type	Permanent
Role Location	London: varied locations
Salary	Up to £22,000 per annum plus pension
Hours of Work	35 working hours per week – with an hour each day for lunch. Monday to Friday – based on a flexible work schedule with work hours between 9am & 6.30pm.

Role Overview

The Central London Assistant will support the Central London Co-ordinator, collectively this team is responsible for The Felix Project's food re-distribution operation in Central London. This is a point to point collection and delivery service from food outlets to charities via a network of over 100 active volunteers. It is an ever-growing operation with ambitious dreams. The main responsibility of the role is to assist the Co-ordinator in all relevant operational and administrative tasks.

About The Felix Project:

The Felix Project is a London charity working with food suppliers and charities to reduce food waste and food poverty. We collect food from supermarkets, wholesalers and other food suppliers – food that is fresh and nutritious but cannot be sold for various reasons. We deliver this food free of charge to charities which provide meals or food parcels to their clients, many of whom are extremely vulnerable and living at the margins of society. Our business model is very lean, with every £1 donated delivering £5 of good food to people in need. We simply want to see good food go to good causes.

Each week, the fresh food we redistribute provides wholesome hot meals for over 9,000 Londoners including the elderly, the homeless, people with mental health issues, refugees and asylum seekers and vulnerable families and children.

About the Role:

The Central London Assistant will be required to help the Central London Co-ordinator fulfil all operational and developmental objectives as set by the organisation for the Central London region. They will be expected to engage appropriately with each group of stakeholders and strengthen existing relationships with their positive and enthusiastic demeanour. The assistant will help the co-ordinator with various tasks related to but not exclusive to volunteer recruitment, retention and management, charity and supplier relationship management, new growth initiatives within the operation.

Reporting to: Central London Co-ordinator

Responsibilities

- Managing volunteer enquiries and providing support where necessary
- Supporting Coordinator with operational tasks
- Database management – maintaining charity, supplier, and volunteer databases
- Maintaining existing and new relationships
- Providing support for events, inductions, and future initiatives
- Complete general administrative tasks
- Managing diaries and organising meetings and appointments

Essential Criteria

- Proficient in IT including Cloud-based software
- Ability to work diligently to support growth within an organisation
- Excellent interpersonal and communication skills
- Meticulous organisation skills and attention to detail

Desirable Criteria

- Flexibility in terms of working hours and/or location
- Experience in a fast-paced start up or growing business
- Experience of working in or with a charity or with volunteers
- Experience in operations or logistics
- Have a full, clean UK driving licence

About you:

You will be someone with a can-do, positive attitude who is organised and motivated to complete all tasks efficiently. You will be an excellent communicator that can clearly deliver instructions and guidelines to volunteers, charities and suppliers. You will be IT savvy and can quickly learn to use new software, follow processes and adapt to ever changing procedures. You are committed to growing the operation by supporting the implementation of new and exciting initiatives.

Knowledge Skills and Abilities

- Passionate about helping Londoners
- Willingness to work independently and take initiative where required
- Ability and willingness to drive a Ford Transit van (or similar) as part of your daily routine
- Willingness to engage in light physical work as part of your daily job

To apply please email your CV and a cover letter addressed to Central London Team to recruitment@thefelixproject.org. Please apply by Wednesday 21st of August.