



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Community Fridge Assistant - Student Staff
<b>RESPONSIBLE TO:</b>	Head of Student Opportunities / Volunteering Coordinator
<b>SALARY:</b>	£12 p/h (Real Living Wage)
<b>HOURS:</b>	6 hours per week, 156 hours to be worked flexibly in negotiation until 31/05/2025

### PURPOSE OF ROLE

We recently got awarded a grant from the Community Fridge Network to support us in establishing a community fridge. As the Community Fridge Assistant, you will play a pivotal role in supporting us along this journey by helping to establish the community fridge as a volunteering project. This is a great opportunity to get a wide range of experiences while actively supporting one of the unions key responses to the cost-of-living crisis for students.

### DUTIES AND RESPONSIBILITIES

#### 1. Main duties:

Project Planning and Coordination:

- Collaborate with key staff, volunteers, and other relevant stakeholders to plan the implementation of the community fridge project.
- Develop a timeline and action plan for the setup, ensuring alignment with appropriate policies and regulations.

Community Engagement:

- Promote the community fridge concept to students, faculty, and staff, encouraging participation and support.
- Organise awareness campaigns and events to educate the community on the importance of reducing food waste and fostering a sense of shared responsibility.

Location and Logistics:

- Work with key staff to ensure the community fridge location is appropriate and meeting the needs of students. Identify area for development and work with key staff to implement development plans.
- Ensure the community fridge location remains accessible and compliance with health and safety regulations.
- Coordinate logistics for transportation, storage, and distribution of food items.
- Oversee the communication channels for the community fridge, including the project email and social media channels. Additionally, explore other channels to drive engagement.

Volunteer Recruitment and Training:

- Recruit and train a team of student volunteers to assist with the daily operations of the community fridge.
- Organise orientation sessions to educate volunteers about food safety, hygiene, and the overall mission of the project.

#### Partnerships and Sponsorships:

- Establish partnerships with local businesses, supermarkets, and farmers to secure regular food donations.
- Seek sponsorships or grants to support the ongoing expenses of the community fridge.

#### Record Keeping and Reporting:

- Maintain accurate records of food inventory, donations, and volunteer schedules.
- Generate regular reports for the Students Union and other stakeholders, highlighting the impact and progress of the community fridge.

#### Sustainability Initiatives:

- Explore opportunities to make the community fridge financially sustainable through fundraising events, partnerships, or other initiatives.
- Implement environmentally friendly practices, such as composting and recycling, to align with sustainability goals.

#### Community Events and Programs:

- Organise community events or programs centred around the community fridge, fostering a sense of belonging and shared responsibility.

## 2. Other Duties:

- To positively promote and uphold the values and policies of AberSU.
- To be an advocate for AberSU and our work, locally, regionally and nationally as opportunities arise.
- To work within the terms of the governing documents of the Union, principally the Constitution.
- To uphold reasonable expectations regarding health and safety, data protection and other relevant regulations and legislation as appropriate.
- To assist in key Students' Union events throughout the year including Welcome Week & Elections
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with departments and activities across the Union. This may involve undertaking duties in support of the activities and services of other departments
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- To demonstrate Students' Union behaviours & standards in daily working life

### Changes to Job Description

This job description may be subject to modification or amendment at any time following consultation with the post holder.

*This job description is not intended to be an exhaustive list of tasks carried out by the post holder. It does, however, set out the main expectations of the Union in relation to the post holder's duties and responsibilities and the post holder may be expected to undertake alternative/additional work commensurate to the pay grade*

**PERSON SPECIFICATION – COMMUNITY FRIDGE ASSISTANT**

CRITERIA	Requirement	Application	Interview
<b>QUALIFICATIONS</b>			
Good general education, typically to the Higher/A level equivalent	Essential	√	
<b>EXPERIENCE</b>			
Demonstrable in any people-facing role (paid work or volunteering)	Desirable	√	
Experience of planning and organising events	Desirable	√	
Experience working on small projects, handling data and writing reports.	Desirable	√	√
<b>KNOWLEDGE</b>			
Background knowledge of the University and/or Students' Union.	Essential	√	√
<b>ATTRIBUTES/SKILLS</b>			
Current Aberystwyth University student	Essential	√	
Exceptional Interpersonal and Communication Skills (Written and Oral)	Essential	√	√
Able to deal professionally with students and clients both inside and outside of the university, by email, phone and in person.	Essential	√	√
Able to handle confidential or sensitive information, and to relate sensitively with students and clients	Desirable	√	
Excellent organisational/time management skills; able to adhere to deadlines, prioritise workload, make decisions under pressure.	Essential	√	√
Able to create and maintain strong working relationships	Essential	√	√
Able to overcome hurdles and problems in a constructive manner	Essential	√	√
Confident and capable of enthusiastic outreach work involving speaking to students	Essential	√	√
Skilled in IT, including a thorough understanding of Microsoft Office, good understanding of social media tools including Facebook, Twitter and website work.	Essential	√	√
Ability to communicate through the medium of Welsh	Desirable	√	√