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**Manor House Development Trust**

**Redmond Community Centre**

**Courier Volunteer Role Description**

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| **Department** | Skyline Emergency Food Hub/Projects |
| **Availability**  | Monday – Friday 12:30 pm - 2 pm |
| **Location**  | Redmond Community Centre |
| **Category**  | Contributing to our operational work |

**The Project:**

The Skyline Emergency Food Hub was established back in March to support households who have been severely impacted by the Covid-19 pandemic. From those who livelihoods, physical and mental wellbeing, and having been affected causing some to experience food poverty as a result.

Food is prepared and delivered by a dedicated frontline team, working from the Redmond Community Centre. So far, we have delivered over 13,168 meals across Woodberry Down and Hackney. But as new lockdown begins, and with the aftereffects of the COVID-19 still predicted to last long after the pandemic, it’s vital we have an enough dedicated volunteers to carry on this much needed service.

**Role Purpose:**

We are looking for Courier Volunteers to help us with the delivery of food supplies across the Woodberry Down Estate and surrounding areas of Hackney.

**When:**

Monday – Friday, 12:30 pm – 2 pm. Courier volunteers to start their shift at the RCC at 12:30 pm. Collect shopping bags to then courier around the Woodberry Down estate and surrounding areas of Hackney to identified households that need food essentials delivered to them.

**Requirements:**

* Update to date DBS check
* Own vehicle (bike, scooter, motorbike, car, van). ***Please be aware that Monday is our busiest day, and we ideally would need a volunteer with their own car or van to deliver***
* Full, clean driving licence
* To be 21 years or older
* To preferably have their own courier bag (especially for those who have bike

**About Manor House Development Trust**

The Redmond Community Centre is a social hub for residents of Woodberry Down, North London. That provides a space for projects that concentrate on well-being, education, and building networks for people from all backgrounds to access, delivered by locally based facilitators.

The RCC, is managed by Manor House Development Trust. A resident-led charity providing community programs and services in Woodberry Down. Their vision is to create a resilient, happy community.

**Essential volunteer attributes:**

* To be punctual
* Friendly, and outgoing personality and is happy to chat with recipients who receive our food deliveries
* Confident with directions
* To work well and to be adaptable within a team

**General conditions:**

We comply with the Manor House Development Trust Health and Safety management system.

We demonstrate skill, knowledge and behaviour to work with people from all different social, cultural and economic backgrounds in a respectful way. In all activities, our volunteers are guided by the Fundamental Principles of Manor House Development Trust.

**Volunteer health and safety:**

Your safety is our top priority, we follow the most up to UK Government health and safety COVID-19 guidelines to ensure that our front-line team is protected.