



JOB OUTLINE / PERSON SPECIFICATION			
Job Title	Referral Partner Co-Ordinator (Part-time)	Hours: 10 (Monday & Tuesday)	Salary: £12.67per hour
Department	Oasis Antrim Foodbank		Post Location: Oasis Antrim Foodbank Unit 33 Antrim Enterprise Agency, 58 Greystone Road, Antrim, BT41 1JZ
Contract type:	Fixed – initial 2 years funded by Awards for All Big Lottery	Reference: OCIAAntrimFBFeb25	
Main Purpose of Job: To be responsible for the management/administration of Antrim Foodbanks Referral Partners and to provide general support to other staff members and volunteers.			
Organisation Structure	Oasis Antrim Foodbank reports to Oasis Caring in Action CEO The post holder reports directly to Oasis Antrim Foodbank Manager		
Desired Minimum Education: <ul style="list-style-type: none"> ▪ 5 GCSE's C grade or above or equivalent 			
Required Minimum Work Experience: <ul style="list-style-type: none"> ▪ A minimum of 5 years work experience in an office environment ▪ Excellent IT, data management skills, including Microsoft systems ▪ Experience of implementing office systems ▪ Experience of coordinating projects 			
Essential Skills/Abilities and Competencies: <ul style="list-style-type: none"> ▪ Experience of working within a team and independently ▪ Ability to meet deadlines ▪ Excellent communication and organisational skills ▪ Honest, reliable, trustworthy and responsible ▪ Ability to empathise with service users ▪ Demonstrates initiative ▪ A passion for dignity being at the core of service delivery ▪ A strong knowledge of food security issues in NI 			
Closing Date: 14 th February 2025 at 12 noon / Interviews: 20/Feb/25			
CV by email to Gladys.swanton@oasis-ni.org			
 <p>Antrim Foodbank Together with Trussell</p>			


JOB DESCRIPTION

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Job Ref: OCIAAntrimFBNFeb25

Department: Oasis Antrim Foodbank

Key Performance Areas / Tasks:	
1.	Monitor the Trussell DCS, for incoming referrals to the Foodbank
2.	Up-date current referral partner database
3.	Provide information required for new referral partners, in order to process client referrals
4.	Ensure all data policy requirement documents are kept up-dated with staff at each referral agency
5.	Work with agencies to improve referral pathways and signposting
6.	Build relationships with senior leaders at referral agencies and widen scope of referral agency base
7.	Clarify and re-frame our referral process, including mapping of services through engagement with all referral partners
8.	Organise Referral Agency workshops to strengthen and develop relationships further
9.	Liaise with appropriate statutory, community and voluntary agencies and maintain effective working relationships and partnerships.
10.	Work with respect and sensitivity to the needs of service users and volunteers
11.	Help with other general foodbank duties as and when required
12.	Any other duties deemed appropriate to the job role and support the Foodbank Manager when needed



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