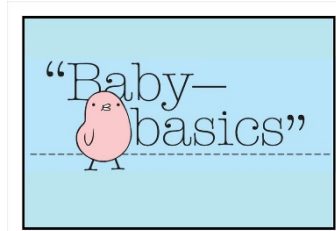


Job Description



Baby Basics UK Project Co-Ordinator (Part Time)

OVERVIEW:

Baby Basics UK has been working for 15 years to support vulnerable families with the provision of essential items for life with children from pre birth to 5 yrs.

We are now the largest network of Baby Banks in the UK and presently have 58 Baby Basics Centres and supported over 40,000 children and their families in 2023.

In the last 3 years we have developed significant partnership relationships with corporate brands who regularly donate items to be distributed across our network.

The Baby Basics Project Co-Ordinator will be primarily responsible for managing the day-to-day liaison with our corporate donors as well as processing their donations and coordinating the distribution of items to our centres across the UK.

In addition to this, as needed they would support the CEO in the co-ordination of our national crisis response and able to provide cover to other project co-ordinators across the organisation.

The role will require good administrative and communications skills, management of a committed volunteer team, and will require significant manual handling. Some safe, lone working will be required.

The post holder will be line managed by the CEO of Baby Basics UK.

KEY SKILLS:

- Some knowledge of Baby Basics operations across UK and willingness to learn more.
- Strong ability to plan & organise tasks.
- Strong computer literacy.
- Strong written and oral communication.
- Strong interpersonal skills especially in communication with corporate organisations
- Ability to manage & develop volunteers.
- Good organisation and time management skills.
- Ability to work independently & as part of a team.
- Willingness to work flexibly.
- Experience of working in logistics would be advantageous.
- Full Driving License.

PERSONAL ATTRIBUTES

- Support the Christian values of Baby Basics UK

- Ability to work both on own initiative and as part of a team.
- Ability to work under pressure and to deadlines.
- Ability to adapt to change.
- Honesty and integrity.
- Dedication and commitment.
- Value all the people who come into contact with or work in Baby Basics.
- Physically able to manage day to day warehouse logistics.

SPECIFIC DUTIES & RESPONSIBILITIES:

To manage the day-to-day communications with our corporate donors and oversee the distribution of donated items to our Baby Basics Centres across the UK.

- ◆ To communicate effectively and efficiently with our corporate donors and our Baby Basics Centres
- ◆ To invest in relationships with our corporate donors.
- ◆ To manage the day-to-day operations of the National Warehouse
- ◆ To co-ordinate & process large logistical deliveries and collections at the National Warehouse
- ◆ To maintain an effective stock control.
- ◆ To co-ordinate request from and deliveries to our Baby Basics Centres.
- ◆ To recruit, manage & retain volunteers
- ◆ To ensure that requests are dealt with quickly & effectively
- ◆ Responsibility for the opening and locking up of the National Warehouse.
- ◆ Develop and maintain good relations with other internal & external users of the Warehouse site

Hours: 16 per week (Tuesday, Wednesday, Friday)

Holiday: 25 days plus Bank Holidays pro rata

Pay: £14.67 per hour (7% pension contribution)

Location: Sheffield, Warehouse & Occasionally HQ

We are committed to developing a team at Baby Basics UK that fully reflects the diversity and varying lived experience of the UK communities. We therefore strongly encourage applications from underrepresented groups including applicants from Black, Asian and Minority Ethnic backgrounds, those who identify as LGBTQ+, people with disabilities and people with lived experience of poverty, either personally or through family, and non-graduates. All applications will be assessed with protected characteristics & names removed.

Closing Date 18th March 2024

Interviews will be held for shortlisted candidates on 27th March 2024

To apply please email your CV and covering letter outlining how your experience makes you the ideal candidate to cat.ross@baby-basics.org.uk