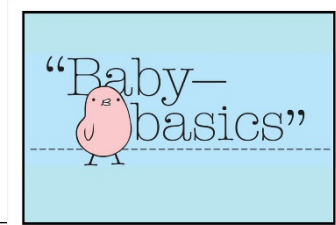


Job Description

TITLE: Baby Basics Administrator (Sheffield)



OVERVIEW:

The Baby Basics Administrator will assist with general administration for Baby Basics Sheffield, supporting the aim of providing essential equipment, clothing and toiletries to families with children 0-5yrs in need across Sheffield.

The post holder will be line managed by the Baby Basics Sheffield Centre Co-Ordinator.

KEY SKILLS:

- Some knowledge of Baby Basics operations across Sheffield/UK and willingness to learn more.
- Ability to plan & organise tasks.
- Good communication - both written and oral.
- Good organisation and time management skills.
- Good computer literacy across Microsoft and other programmes.
- Strong interpersonal skills and the understanding of how to work with volunteers and referring bodies.
- Ability to work as part of a team.
- Willingness to work flexibly on occasions.
- Good physical ability– there is some physicality to the role including carrying items and working across 3 floors.
- Experience of working with or alongside external agencies and/or the voluntary sector would be advantageous.

PERSONAL ATTRIBUTES

- Support the Christian values of Baby Basics UK.
- Ability to work on your own initiative and as part of a team including staff and volunteers.
- Ability to work in a busy and changeable environment.
- Ability to work under pressure and to deadlines.
- Honesty and integrity.
- Dedication and commitment.
- To value all people who come into contact with Baby Basics including referrers, donators staff and volunteers.

SPECIFIC DUTIES & RESPONSIBILITIES:

To support the Sheffield Co-Ordinator.

- ◆ To work closely & communicate effectively with the other part-time Administrator and the rest of the staff team & volunteers.
- ◆ To manage emails & phones for the Sheffield Centre during opening times.
- ◆ To maintain good records of requests as they come in and go out including using our bespoke online system.
- ◆ To ensure that requests are dealt with efficiently and in a timely manner.
- ◆ To support with referral collections & receiving donations during centre opening times.
- ◆ To complete general Sheffield Centre admin tasks.
- ◆ To maintain and build upon the good relationships Baby Basics enjoys with a range of referrers and supporters into the project.
- ◆ To support events for Baby Basics Sheffield.

Hours: 20 hours per week – Monday 9am – 4.30pm, Tuesday 9am – 4.30pm, Friday 9am – 2pm

Holiday: 25 days plus Bank Holidays pro rata

Pay: £12.60 per hour (7% pension contribution)

To apply

Please send CV & Covering letter explaining how your experience makes you the right person for this role to cat.ross@baby-basics.org.uk

Applications without a covering letter will not be accepted.

Closing Date for Applications

3rd January 2025

Interview Date

If shortlisted –17th January 2025