

## **Job Description**



**TITLE: Baby Basics UK Logistics Administrator**

### **OVERVIEW:**

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The Baby Basics Logistics Administrator will support the work of our National Warehouse, supporting to maintain accurate stock levels and support delivery of Corporate National Distributions and SYMCA Safe Space to Sleep Project.

The post holder will be line managed by the Baby Basics UK Project Co Ordinator Safe Space to Sleep Project supported (SSTSP) by Baby Basics UK Project Co Ordinator National Warehouse

### **KEY SKILLS:**

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- Some knowledge of Baby Basics operations across the UK and willingness to learn more.
- Excellent knowledge of excel & experience in creating worksheets using pivot tables, macros & power queries.
- Experience of Xero would be advantageous
- Experience of stock management would be advantageous
- Ability to plan & organise tasks.
- Excellent computer skills are essential
- Strong interpersonal skills and the understanding of how to deal with volunteers, statutory & corporate organisations.
- Good communication - both written and oral.
- Good organisation and time management skills.
- Ability to work as part of a team.
- Willingness to work flexibly on occasions.

### **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.
- Honesty and integrity.
- Dedication and commitment.
- Value all the people who you may work with or encounter at Baby Basics UK

### **SPECIFIC DUTIES & RESPONSIBILITIES:**

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#### ***General***

**To support the work of the Baby Basics UK National Warehouse & Safe Space to Sleep Project**

- ◆ Work with the Project Co Ordinators to maintain accurate and timely stock reconciliation records.
- ◆ Monitor & maintain the Safe Space to Sleep Project email inbox
- ◆ Liaise with referral & delivery partners across statutory services and the third sector.
- ◆ Support the Project Co Ordinator SSTSP with ordering of stock
- ◆ Support both Project Co Ordinator SSTSP with delivery schedules
- ◆ Work closely with Warehouse Operatives to ensure effective and efficient deliveries for SSTSP
- ◆ Liaise with the Baby Basics UK Finance Administrator to ensure accurate and detailed finance reporting
- ◆ To work closely & communicate effectively with other all staff team & volunteers.

**Hours:** 21 hours per week (Monday – Thursday 9.30am – 2.30pm including 0.5hr unpaid lunch break, Friday 9.30am – 12.30pm )

**Holiday:** 25 days plus Bank Holidays pro rata

**Pay:** £13 per hour (7% pension contribution)

**Extra Benefits:** Death in Service

**Location:** Baby Basics UK National Warehouse (Sheffield) with occasional time at Baby Basics UK HQ (Sheffield)

**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](mailto:cat.ross@baby-basics.org.uk)

**Closing Date for Applications:** 10<sup>th</sup> October 2025

**Interview Date:** 23<sup>rd</sup> October 2025

Excel skills will be tested at interview.