



## **Job Description**

**TITLE: Baby Basics UK Project Co Ordinator**

### **OVERVIEW:**

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The Baby Basics UK Project Co-Ordinator will primarily support the delivery of two programmes of work.

- The tangible delivery element of the South Yorkshire Mayoral Combined Authority Safe Space to Sleep Project commitments, providing beds for children 0-5 for vulnerable families across South Yorkshire.
- The coordination of corporate volunteers from our National Corporate Partnerships, primarily being the liaison lead between the corporate partner and our centres across the UK.

The role will require good project management and communications skills and a full driving license.

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

### **KEY SKILLS:**

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- Some knowledge of Baby Basics operations across the UK and willingness to learn more.
- Ability to plan & organise tasks.
- Strong computer skills.
- Strong interpersonal skills
- Experience of working with corporates is desired but not essential.
- Experience of working in a warehouse is desired but not essential.
- Experience of working with referral pathways is desired but not essential.
- Excellent 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.
- Experience of working with or alongside external agencies and / or the voluntary sector would be advantageous.
- Full driving license is essential.

### **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 come into contact with or work in Baby Basics.

## **SPECIFIC DUTIES & RESPONSIBILITIES:**

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### ***General***

#### **To take a lead on the day-to-day delivery of the South Yorkshire Combined Authority Safe Space to Sleep Project. (22.5 hours)**

- ◆ To co-ordinate referrals, orders & delivery of beds to delivery partners across South Yorkshire.
- ◆ Manage volunteers in conjunction with the Corporate Partnership & Logistics Co-Ordinator
- ◆ Stock management
- ◆ Deliver requests to referral partners in a timely and efficient manner
- ◆ Maintain and build upon the good relationships Baby Basics enjoys with a range of referrers into the project.
- ◆ Maintain accurate records
- ◆ Lead on purchasing of required goods and continue to build on relationships that have been developed.
- ◆ Work with the Corporate Partnership & Logistics Co-Ordinator to manage the Baby Basics National warehouse effectively.
- ◆ Liaise with SYMCA Pilot Area Project Manager & local leads
- ◆ Liaise with Baby Bank partners in the South Yorkshire Region.
- ◆ Line manage 3 part-time members of staff.

#### **To take a lead on coordinating volunteer opportunities for our corporate partners with our centres across the UK. (15 hours)**

- ◆ To co-ordinate dates, times, tasks for corporate partners & our centres across the UK
- ◆ To co-ordinate all policy requirements for corporate partners
- ◆ To support social media content on corporate volunteering, working closely with our social media co-ordinator.
- ◆ To ensure that the volunteering opportunities are beneficial to both the corporate partners and our Baby Basics Centres across the UK

**Hours:** 37.5 hours per week (8am – 4pm Monday – Friday)

**Location:** Baby Basics UK National Warehouse (Abbeydale Road, Sheffield)

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

**Pay:** £29607.73 per annum (7% pension contribution & Death in Service)

**Contract:** 2 years subject to funding.

**To apply**

Please send CV & Covering letter, showing how your experience relates to this post, to [cat.ross@baby-basics.org.uk](mailto:cat.ross@baby-basics.org.uk)

**Closing Date for Applications**

Monday 15<sup>th</sup> September 2025 at 5pm.

**Interview Date**

If shortlisted – 25<sup>th</sup> September 2025 – please state in your application if there is any reason you would not be able to attend interview on this date.