



Unit 9
Brassmill Enterprise Estate
Brassmill Lane
Bath
BA1 3JN

Vineyard Bath is a registered charity (No.1148576)

Job Description - Logistics Coordinator

Key Information			
Job Title	Logistics Coordinator - The Nest Project	Line Manager	Nest Project Lead
Salary	£21,000 pro rata	Working Hours	11 hrs p/w term time (39 weeks per year) 3.5 hrs p/w school holidays (13 weeks per year) Thursday and Fridays to be your main working days. Annual leave: 28 days including bank holidays pro rata. Ideal Start date: Sept 9th

Note 1: This job is for a 2 year fixed term due to funding.

Note 2: The Nest Project is open to service users during term time only, however agency referrals and other activities and management continue to be required during school holidays.

Note 3: The Nest Project is a charitable project run by Vineyard Bath Church, and the employer of this role is Vineyard Bath Church. The nature of the role and the context in which it is carried out dictate that there is a genuine occupational requirement that the post is fulfilled by a Christian. Your continued employment is therefore dependent on your adherence to the statement of faith of Vineyard Churches UK and the Code of Conduct of the Church which may be revised from time to time (<https://www.vineyardchurches.org.uk/tools/statement-of-faith/>).

Note 4: The successful candidate for this role will need to prove their eligibility to work in the UK. A full enhanced DBS will be required by the successful applicants of this role. Two references will also be required.

Purpose of the role

Co-ordinating The Nest Project's logistics in its current capacity and supporting the development of The Nest Project to fulfill the two year plan. This will involve:

1. Increasing the accessibility of the project in meeting the needs of families within BANES;
2. Coordinating the logistics of orders and deliveries so we can fulfill this;
3. Contributing to the two year strategy for the Nest Project through the period of National Lottery funding.

Duties & Responsibilities

- To oversee the logistics of Nest orders and deliveries. This will include overseeing the preparing of orders with volunteers on a Thursday.
- Organising donations that come in.
- Keeping the stock room, and boxes tidy and organised both at Unit 9 and Twerton venues.
- Keeping an up to date record of stock we have in, and items needed.
- Seeing that orders are labelled correctly and delivered to the correct groups on a Thursday and Friday.
- To do tip runs as needed.
- To build a good relationship with volunteers and clients that you come into contact with.
- To identify the needs of families attending the Nest Project, and informing the Nest Lead with any concerns.
- Occasionally we may need you as a presence at The Nest Project venues - popping in to ensure awareness of 'what is going on on the ground'.
- To help with additional events within Vineyard Bath to promote the Nest Project (and Vineyard Bath), and bless families within Bath. The Christmas Nest Appeal will be part of this.
- Attendance at training and meetings, to develop further skills within the role.

Essential Qualities & Experience

- Ability to be comfortable working within a team, as well as on your own initiative.
- Nonjudgmental.
- A Christian Faith and adherence to the statement of faith of Vineyard Churches UK and the Code of Conduct of the Church which may be revised from time to time (<https://www.vineyardchurches.org.uk/tools/statement-of-faith/>)
- A genuine passion to support and empower families.
- Basic computer skills of emailing and keeping records of stock.
- Ability to plan workload effectively and meet deadlines and targets.
- Ability to oversee volunteers in your care.
- Willing to undertake public speaking to promote The Nest Project.
- Ability to work confidently with a range of people including professionals, volunteers, and clients.
- Good interpersonal and communication skills
- Self motivated.
- Valuing differences, being non judgemental and non discriminatory.
- Personal integrity- honesty, openness, reliability, accountability, confidentiality, friendly towards team and clients.
- Organised and able to plan ahead.
- Confident and calm when under pressure.
- Full UK driving license and confident driver - you will need to feel confident to get used to driving a small 'postman pat' sized van!
- Physically well and able to move bigger heavier items in and out of a small van.
- Willing and available to work flexible hours including occasional weekends and evenings, as well as being available on the core hours on a Thursday and Friday term time 9.30-2.30pm.

Desirable Qualities & Experience

- Experience working with individuals from a diversity of backgrounds, for example persons experiencing mental health issues or experiencing poverty.
- Experience leading teams and volunteers.