



## Candidate Pack:

### Logistics Coordinator (packs project)

Thank you for your interest in working for The Separated Child Foundation. The Logistics Coordinator (packs project) is a key role within the organisation, ensuring that separated children receive the physical comfort and welcome they need after they've arrived in the UK.

#### About us

Established in 2007, the Separated Child Foundation offers practical, emotional and social support to separated children and young people in Britain who are asylum seekers or refugees. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution. We currently have five part-time staff members: our Chief Executive Officer, our Operations Manager, our Programme Manager, our Project Manager (packs project) and our Administrator. The team is supported by 10 Trustees, 30 volunteers, and three freelance youth workers. We also have external support with HR, finance and fundraising.

We're committed to creating a team of staff, Trustees and volunteers that truly reflects the diverse nature of our society, including the children and young people that we support.

#### Why they need our help

In the 12 months up to June 2022, 4,896 children applied for asylum in the UK having arrived here alone, because their parents had been killed, imprisoned or were otherwise unable to leave. Separated children share with other refugees a well-founded fear of persecution. They experience the double trauma of separation not only from their homeland, culture and natural environment but also from the adults in their family who gave them care.

#### Providing packs for lone refugee youth

To date, we have provided **15,000** separated children with arrival packs. An arrival pack is a duffel bag crammed full of toiletries, a towel, socks and underwear (three pairs of each), warm clothing, a waterproof jacket, gloves, a hat and a scarf. Separated children arrive with nothing, at the end of a difficult, demanding, and often dangerous journey. The refugee and asylum support sector is well established, but there are currently no other charities providing these bare essentials for the first week or so of a separated child's experience in the UK.

In December 2021 we began producing 'essentials' packs for separated children arriving in Dover. The packs contain enough toiletries, socks and underwear to help exhausted and vulnerable children through their first 48 hours here, as well as a towel and clean t-shirts. As at end January 2023, we have created and distributed over **2,500** essentials packs to meet unprecedented demand.

We also provide sleep packs to children affected by severely disturbed sleep and irregular 'body clocks'. For safety, on their journey to the UK, separated children travel in groups at night and sleep during the day, taking turns to guard. Many become entirely nocturnal, often suffering terrible nightmares leaving

them terrified on waking. Sleep packs are pouches with: a night shirt, a plug-in night light, a lavender bag, a specially created 'Sweet Dreams' card, eye mask, ear plugs, tissues and a stress ball to help restore restful and refreshing sleep, with a regular sleep-wake rhythm. To date we have distributed over **9,000** sleep packs.

The packs are assembled by groups of volunteers at our storage facility in North London, before being distributed to separated children throughout the UK via our partnerships with local organisations.

### **About this role**

The Logistics Coordinator is a new role, created to enable the continued success and development of our well-established packs project.

Reporting to the Project Manager, you will be responsible for the day-to-day logistics at our project base near Staples Corner in North West London. Your responsibilities will include supporting the procurement process by receiving and unpacking deliveries, updating the inventory and organising stock, and liaising directly with partners to organise collections. You will be expected to maintain high standards of tidiness and cleanliness in the packing room and storage rooms. We will also ask you to facilitate fortnightly prepping sessions on a weekday morning or afternoon, working closely with project volunteers to prepare for the weekend packing sessions (which are led by senior volunteers).

The project is based at the Big Yellow Self Storage near Staples Corner in North West London. Your presence here will be required two or three times a week depending on the expected levels of deliveries and collections. The timing of other tasks (e.g. prepping sessions, organisation of storage rooms etc) will be agreed in advance with the Project Manager. Other than the prepping sessions we do not envisage set hours for this role, although access to the Big Yellow Self Storage must be limited to their official opening hours, for health and safety reasons.

### **How to apply for the role**

The job description and person specification are below. To apply for the role, please email your CV, a supporting statement addressing the personal specification and two referees to the Administrator, [samantha.bowden@separatedchild.org](mailto:samantha.bowden@separatedchild.org)

The final deadline for applications is 9am on Monday 17<sup>th</sup> April but we would like to meet shortlisted candidates as soon as possible so please submit your application as soon as you are ready to do so.

To arrange an informal discussion about the role, please contact the Administrator, [samantha.bowden@separatedchild.org](mailto:samantha.bowden@separatedchild.org)

### **Job Description on the following page**

## **Logistics Coordinator (packs project)**

### **Job description**

**Job Title:** Logistics Coordinator (packs project)

**Starting Salary:** £24,054 FTE

**Hours:** 7 hours a week (working pattern will be flexible and occasional weekend working may be required)

**Contract:** Permanent

**Location:** The Big Yellow Self Storage, Staples Corner, London, NW2 7JP (c. 85% of time) and home-based (c. 15% of time)

**Reports to:** Project Manager (packs project)

#### **Main purposes of the role:-**

- To support the success and development of the packs project through the coordination of the day-to-day logistics at the Big Yellow Self Storage in North West London
- To support the procurement process by receiving and organising stock, including any associated paperwork (e.g. updating inventory)
- To ensure that both stock and the packing room / storage rooms are logically ordered, clean and tidy ready for the packing process
- To liaise directly with partners to organise collections, following instructions from the Project Manager
- To facilitate fortnightly prepping sessions on a weekday morning or afternoon, working closely with project volunteers to prepare for the weekend packing sessions (which are led by senior volunteers)

### **Role description**

#### **Main duties:-**

- Receiving deliveries of stock for the packing project
- Unpacking, checking the delivery against the order and organising the stock, disposing of any packaging
- Updating the inventory to reflect any deliveries / collections
- Liaising directly with partners to organise collections, following instructions from the Project Manager
- Maintaining high standards of tidiness and cleanliness in the packing room and storage rooms
- Alerting the Project Manager to any issues e.g. missing stock / low stationery or refreshment supplies
- Facilitating prepping sessions on a weekday morning or afternoon, working closely with project volunteers to prepare for the weekend packing sessions (which are led by senior volunteers)
- Undertake any other duties that are required commensurate with the role

## **Person specification**

### **Essential:-**

- An understanding, and commitment to, the circumstances and experiences of separated child refugees and the aims of The Separated Child Foundation
- Some experience of logistics / operations
- Some experience of stock management and processes
- Ability to keep calm and work accurately under pressure
- Positive, self-motivated and committed to achieving results with a professional approach to work and 'can do' attitude
- Good levels of physical energy
- Well organised, efficient, flexible and able to work independently
- A collaborative approach and a team player
- Good IT and administration skills including experience of creating and maintaining spreadsheets, developing simple systems and keeping records
- Good telephone manner and the ability to respond to email enquiries effectively
- Ability to work flexible hours, dealing with issues as they arise
- Attention to detail
- Based within easy access of the Big Yellow Self Storage, 1000 North Circular Road, NW2

### **Desirable:-**

- Commercial acumen
- Experience of working with refugees or other under-represented communities