



Little Village Camden Administrator Job Description

Little Village is like a foodbank, but for clothes, toys and equipment for babies and children up to the age of five. We collect great quality donations from local families, and get these out to other local families in need via friendly drop-in sessions. We work closely with other local organisations to achieve our goals and engage our target families. We make it as easy as possible for local families to support each other, and we promote sustainable living.

Our Camden site started accepting referrals in January 2017 and in its first year of operation supported over 550 families, gifting items worth in excess of £200,000. We're looking for an organised, creative and determined self-starter to help us support as many families as we can. We want to increase our impact in 2018 and 2019 and this role is a key part of our plan.

Locally you'll be supported by other key staff members - our Camden Site Director, Referrals Manager and Stock Manager and our advisory team. More widely you will have the support of other sites in the Little Village network, our Trustee Board and our volunteer team in Camden. Little Village is a really fun, talented, and committed place to work.

We're looking for someone who can work approximately 15 hours a week. These hours need to ideally be spread across at least 4 days of the week. But beyond that, we're open about how and where they are done – they don't all need to be office-based. We're passionate about ensuring our roles work with the grain of family life.

The role:

- Start date: December 2018 (or earlier if possible)
- Duration: 6 month initial contract including 3 month probation period
- Hours: 15 hours a week, to be worked Monday – Thursday ideally
- Salary: £21,000 pro rata, 43 weeks per year which must include the 39 weeks of Camden state school term time plus four additional weeks
- Location: Little Village Camden, Somers Town Community Association, 150 Ossulston Street, NW1 1EE.
- Process: A covering letter outlining why you are interested in this role and what you would bring to it, along with your CV, should be sent to recruitment@littlevillagehq.org with *Camden Administrator* in the subject line by **October 26th**. Shortlisted candidates will be notified by **November 1st** and invited for interview the week of **November 5th**. Please do email candice@littlevillagehq.org with any questions or for an informal chat beforehand.

Purpose of the Role:

To manage the administrative and data elements of Little Village Camden to ensure efficient and effective running of the site, allowing us to support a greater number of families and volunteers. The successful candidate will report to the Camden Site Director and will assist the Referrals Manager, Stock Manager and voluntary advisory team.





Key Duties and Responsibilities:

- To manage the camden@littlevillagehq.org email inbox, responding in a timely and professional manner and passing enquiries on to the Site Director, Stock Manager, Referrals Manager, or lead volunteers as relevant.
- To work closely with the Director on all administrative needs for day to day running of Little Village Camden.
- To create volunteer rotas to support our drop-in, stock sorting and outreach sessions.
- To liaise with the appointed designer and printing partners.
- To support the Referrals Manager in the development of and provision of paperwork for the referrals process.
- To support the Stock Manager in the development of and provision of printed materials for the stock room.
- To support the volunteer outreach team in the development of and provision of promotional materials and paperwork for outreach, as well as the coordination of the outreach sessions which might include liaising with partners, booking venue space, organising refreshments.
- To support the Cot Monitor and Stock Manager in co-ordinating cot deliveries to families.
- To input all family data and referral partner data in the database on a weekly basis following drop-in sessions in an accurate and timely fashion.
- To input all weekly and any ad hoc feedback data into the database.
- To liaise with the Site Director on the presentation of data from the databases.
- To manage volunteer data in accordance with data protection policies and to liaise with the Site Director, Referrals and Stock Managers to track and record weekly volunteer attendance onto the database.
- To manage DBS certificates for all key volunteers.
- To facilitate the logistical planning of volunteer training sessions.
- To represent Little Village where required and be one of the faces and / or voices of Little Village Camden in the community.

Desired skills and attributes:

- Good knowledge of Little Village, its values and ethos.
- Good knowledge of the local area and community.
- Strong Outlook, Excel, Powerpoint and database skills essential. Typeform, Mailchimp, InDesign and Salesforce desirable.
- Good command of written and spoken English.
- Exceptional organisational skills, and interest in routine tasks.
- The ability to communicate with and empower volunteers to be effective in their roles— experience with volunteers preferable.
- The ability to work cooperatively with different types of personalities.
- Ability to input, process and collate data.
- Ability to prioritise workloads and manage multiple tasks.
- The ability to think creatively and problem solve independently.

For more information on Little Village check out our website – www.littlevillagehq.org

