

Goods FOR Good

Recycling overstocks to provide a global
lifeline of humanitarian aid.

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GOODS FOR GOOD (GLOBAL)
Unit 4, Delta House
Delta Court
Manor Way
Borehamwood
Herts, WD6 1FJ

Operations Coordinator

Salary: c.£20,000 per annum + benefits

(Willing to consider part time, pro rata applications. Please outline the number of days per week you would like to work in your application.)

Contract: Permanent

Hours: 35 hours. Willing to work some evenings and Sundays in lieu.

Location: North London

Background

Goods For Goods is a UK-based charity that alleviates poverty, and reduces waste, by delivering essential goods to vulnerable communities in the UK and abroad. In just over 5 years, we've delivered 1,300 tonnes of high-quality overstock goods with a value of over £16m to 20 countries around the world, impacting over 2 million people.

Globally there are 68.5m people displaced by conflict. And millions more affected by natural disaster. The UK has surplus goods that can ease their suffering and vulnerability, items such as blankets, clothes, and hygiene products that would otherwise be incinerated or sent to landfill. Goods For Goods makes sure they don't go to waste, but instead sends them at low or no cost to those who need them.

Job Summary

The **Operations Coordinator** role is an exciting opportunity for someone passionate about international development and environmental sustainability. As we're a small charity with a big footprint, you'll have great and varied responsibility. You'll contribute to all areas of the organisation, ensuring the smooth daily running of the charity and deputizing our CEO when necessary. The role encompasses administration, general operations, logistics, strategy, community outreach, and fundraising. You will be exposed to all aspects of working in and running a charity.

Key responsibilities

You will be working closely with our CEO to ensure the charity meets its targets and continues to support the most vulnerable and in need people around the world.

- Support our CEO with day-to-day admin, including:
 - Office administration
 - Arranging meetings
 - Donor care

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- Database and inventory management
- Taking minutes at meetings and producing quarterly reports for the trustees
- Oversee local, national and international logistics, ensuring goods are efficiently sourced and delivered
- Project management of various ongoing and one-off community projects and events. This will often require you to work closely with volunteers to ensure the success of our local, community outreach project.
- Track organisational metrics, performance and impact
- Support our CEO with developing corporate relationships

Person specification

Essential:

- Previous administrative experience and excellent organisational skills.
- Good with data. You will be responsible for maintaining our database (Beacon) and tracking our inventory. Previous experience with a CRM database would be advantageous.
- Comfortable engaging with a broad variety of stakeholders including trustees, donors, corporates, charity partners, the local community etc.
- Strong networking and communication skills
- Skilled with the Microsoft Office Suite.
- Dynamic, able to handle and ever changing workload and prioritise tasks well, with a willingness to learn.

Excellent written and spoken English is essential.

Desirable:

- Received an undergraduate degree
- An interest in social media and marketing

No prior experience in the charity sector is required, although this would be advantageous.

All applications should include a CV and letter of motivation to mia@goodsforgood.org.uk

Deadline for applications is June 3rd, 2019, however candidates will be considered on a rolling basis so the earlier the better.