



Job Description: Logistics Coordinator

Location:	Birmingham
Hours of work:	Full or part-time option available. 16-40 hours per week (normally between the hours of 9-5 with some weekend and work overseas as travel schedule requires)
Holiday entitlement:	25 days plus Bank Holidays (pro rata)
Salary:	Funded via Personal Support
Reports to:	GAiN UK Director
Works closely with:	GAiN Staff (UK & Europe), Key Volunteers Connects with other national GAiN ministries, external organisations and partners

Purpose of the Role:

To coordinate the receiving and sending of aid in the UK & overseas, to ensure that the help that is needed arrives to where it is needed most. This is core to the relief strategy of GAiN to bring help in places of poverty and crisis as a demonstration of God's unconditional love.

To support the involvement of people in the UK through their donations for GIK and hands on help to prepare and send these donations.

To contribute to building and growing the network of volunteers involved in GAiN UK.

To glorify God, serve others and personally grow in faith, in accordance with the vision and values of GAiN and Agapé UK.

Key Responsibilities:

- Develops a Logistics strategy and goals for GAiN UK logistics with the GAiN Director.
- Liaising with collection points around the specific needs and requirements for current GIK donations. Main point of contact for donors of GIK to confirm what is currently required.
- Tracking donated GIK, recording the data for reporting purposes and for shipping documents.
- Preparing paperwork for sending transports overseas, including freight documents.
- Overseeing the management of the storage spaces, including supplies.
- Ensure that donated items are appropriately sorted based on the needs for the projects overseas.

- Keeping updated on information from project managers as to the needs of the partners overseas.
- Support the effective running of packing sessions, ensuring that packing leaders are briefed and trained as to what is required and that they have the necessary supplies.
- Ensure that van is maintained
- Control GIK stock levels, by working with the GAIN offices in Europe and our logistics partner Mission & Relief.
- Work with other NGOs in the UK to respond to local needs.
- Establish a warehouse/hub in the West Midlands.

Day to Day Activities:

This is primarily a hands-on role, involving practical work and coordinating with others to ensure the smooth running of logistics as well as the administration to support the work. A typical day would include:

- Organising the collection of GIK from collection points and individual donors.
- Responding to requests to donate certain items.
- Liaising with volunteer drivers to arrange pick-ups
- Logging data to maintain up to date information on inventory of donations.
- Organising the storage of donations within the containers and maintaining a system for sorting and packing.
- Keeping up supplies of materials needed in the containers and for packing.

As a member of the GAIN Team your role will include;

- a. Helping to organise and run events to increase the profile of GAIN
- b. Multiplying yourself through discipleship and ministry in a local context
- c. Being part of a regular prayer times with GAIN team
- d. Studying and engaging in bible studies
- e. Being part of the wider staff community

Staff Life within Agapé UK:

Alongside these and other responsibilities for your wider work within Agapé UK, there will be dedicated time for you to;

- Envision and develop your ministry partners to gain the necessary finances and partnership to support your work with Agapé UK in GAIN and travel overseas.
- Develop your personal and professional expertise, through participation in the Staff Development Cycle, including a 360 review and other training opportunities
- Attend staff conferences and retreats for training and biblical study, at which you will also fulfil roles as required
- Complete training and biblical study programme
- Participate in all team meetings and activities

All staff working with Agapé UK are encouraged and supported to grow in their walk with God through biblical input, personal prayer, walking in the Spirit and alongside their active local Church involvement. This is recognised as part of ministry team life together.

In accordance with Agapé UK's Justifiability and Diversity policies, this post has been identified as having an Occupational Requirement for the successful candidate to be a Christian supporting the aims and ethos of the organisation. Further details available on request.