



**Edinburgh
School
Uniform
Bank**

Registered Charity No. SC047524 (SCIO)

Recruitment Pack: Operations Assistant



About Edinburgh School Uniform Bank

When a child or young person goes to school in the “wrong” clothes, they are vulnerable to social exclusion, bullying, low self-esteem and poor mental health. The effects can be devastating. Some parents keep their children off school due to lack of uniform, and some teenagers bunk off to avoid their peers’ scrutiny.

Edinburgh School Uniform Bank (ESUB) was formed in 2015 by local people who wanted to provide practical help for families facing hardship by giving them school uniform. We became a registered charity in 2017 and our work has grown substantially since then.

We work closely with local partners to support many hundreds of families each year. The Board of Trustees oversees the charity as a whole, while two part-time staff members and a team of volunteers run our operations. The role of Operations Assistant will add another part-time staff member to the team.

"I love my bag, look mum I have a pencil case and a water bottle! When does school go back?" (a child who did not want to return to school due to previously not "being the same" as the other kids who were all in uniform)



Our Approach

We are not a campaigning organisation – we do not seek to address the causes of hardship, but rather our focus is on providing practical help. We maintain a close dialogue with other organisations including research and campaigning groups and those who provide other forms of support, so that we can all work together to facilitate the best outcomes for local families.

Hardship comes in many forms. Many families are working hard but still living in poverty, while others face difficulties with mental health problems or issues around addiction, domestic abuse or parental imprisonment.

While basic items of uniform are relatively inexpensive at supermarkets, many children do not have an adult in their life who has the money and organisational skills to make sure that they are suitably clothed for school.

“They were over the moon with their new school clothes and bags and were full of confidence on their first day back. Mum couldn't say thank you enough!”



We give uniform and other school essentials to children and young people in two ways:

(1) We provide bespoke individual packs of new uniform to families who are referred to us by professionals and community workers.

(2) We support schools and community groups to distribute nearly-new uniform in their local communities in whatever way is best for their families. Examples include pop-up events, sharing rails and uniform swap shops.

Our approach is to give families as much choice as possible, to support their dignity and wellbeing. If a young person requests a particular style of clothing in order to fit in with their peers, we will provide it. We encourage schools and community groups to offer nearly-new uniform to families on a “take what you need” basis so that parents and carers can browse the clothing and choose what is best for their child, without the stigma of receiving a hand-out.

With thousands of items of clothing coming through our door each year, much of our work revolves around logistics but we always strive to keep local children, young people, parents and carers at the centre of what we do.

“Just enormous smiles and excitement on the doorstep, in particular [girl] going into P1, running off to get changed into her uniform straight away”



Our Operations

We work all year round, with the exception of the Christmas period. All our work is undertaken by a team of around 30 volunteers under the direction of our staff.

For packs of new uniform, families can choose up to 6 items ranging from underwear to coats and everything in between. Many of the new items that we include in packs are donated to us by members of the public and local businesses via a network of drop-off points around the city. We buy anything else that is needed from funds that are donated to us or that we secure through grant funding.



Our professional partners who refer children to us include:

- social workers and family support workers
- pupil support staff in schools
- health visitors
- family workers at other third-sector agencies

In 2022, we provided 1,983 bespoke packs of new uniform.

“Many of the parents have broken down and cried with relief receiving the uniform packs as financial hardship is a huge issue”

Local people also give us their out-grown uniforms, and we check every item for quality before offering batches of nearly-new clothing to schools, community centres, youth groups, and so on. Feedback shows that families love to choose items for themselves and really appreciate uniform being made available for free.

The Job Description

Title: Operations Assistant

Reports to: Operations Co-ordinator and Board of Trustees

Location: Edinburgh, mixture of office based and off site as required.

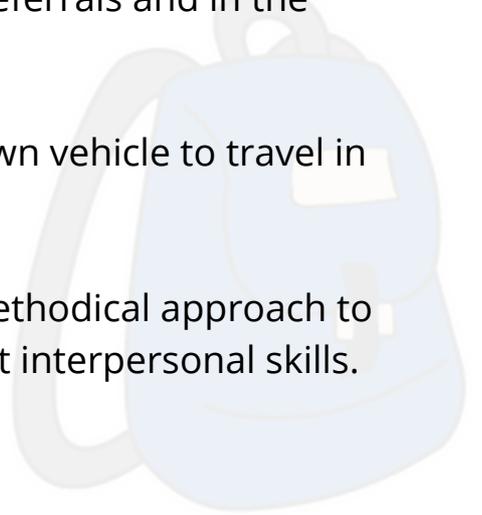
Job Summary

The Operations Assistant will be responsible for aspects of the day to day running of the charity. There will be two main areas of focus:

- Supporting outreach activities to make good quality nearly-new school uniform available within local communities in a dignified and accessible way.
- Assisting with the provision of new uniform referrals and in the administration of the charity's work.

The Operations Assistant will need use of their own vehicle to travel in and around Edinburgh as part of the role.

The role requires a meticulous, organised and methodical approach to every aspect of our operation, as well as excellent interpersonal skills.



Key Responsibilities

Outreach activities

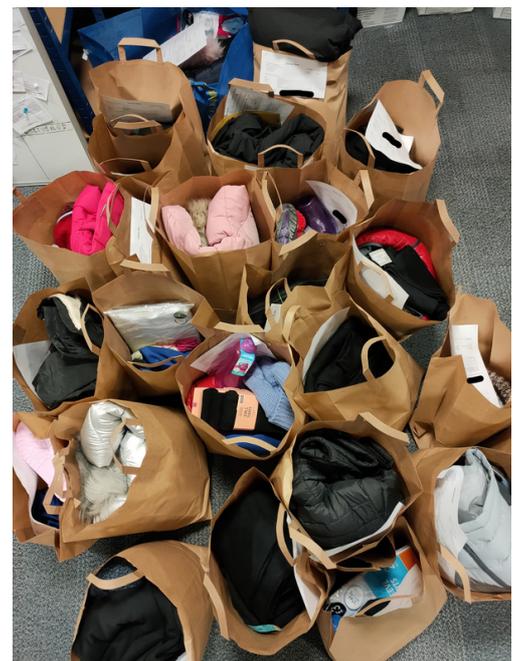
- Maintain and support our network of “community wardrobes” and similar schemes.
- Assist in the establishment of new ways of making nearly-new uniform available within local communities.
- Assist in liaising with schools, community groups and others to support families with uniform.

Assist the Operations Co-ordinator

- Support the administration of new referrals. Liaise with referrers as required.
- Purchase stock under the direction of other staff.
- Work closely with volunteers to ensure that tasks are completed and recorded.
- Collect and deliver items in and around Edinburgh as required.
- Welcome visitors to ESUB’s premises.
- Undertake various tasks to ensure smooth running of operations.
- Cover for other staff during holiday periods and suchlike.

Budgeting & reporting

- Work within budget guidelines.
- Maintain records of expenditure with associated receipts and suchlike.
- Maintain data and provide reports as required by the Operations Co-ordinator and the Board of Trustees.



Relationships

- Staff
- Volunteers
- Trustees
- Community groups including schools, local groups, businesses and partner agencies
- Individual and corporate supporters
- Retailers and suppliers

Authority

- To ensure that expenditure is kept within specified limits, suitably authorised and accurately recorded



Key Performance Indicators of the Position

- to ensure that nearly-new clothing that is distributed is of a high quality
- to maintain accurate and transparent records
- to undertake other tasks to a high standard as directed by the Operations Co-ordinator.



Experience and Skills

- demonstrable organisational skills
- meticulous attention to detail
- basic proficiency in using Excel, Word and Email
- ability to work on own initiative and as part of a team
- excellent written and verbal communication skills in English
- functional maths skills, for example managing lists and putting together costings
- personal values that are aligned with ESUB's ethos of equity and dignity for all



Working Hours and Location

- 16 hours per week. Ideally 10am to 2pm Monday to Thursday, subject to discussion.
- pro-rata equivalent of 25 days annual leave plus bank holidays.
- a maximum of 2 weeks' holiday during ESUB's busiest period (May to September).
- currently based in Granton.
- travel within Edinburgh and neighbouring areas will be required.
- must have use of own reliable car with full driving licence and suitable insurance; mileage expenses will be paid as appropriate.
- this post is not suitable for working from home.

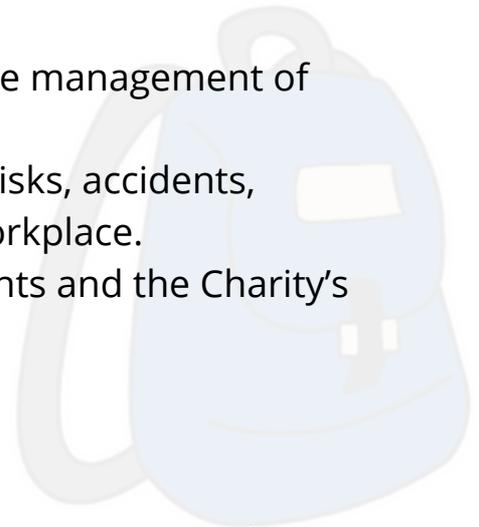
Health & Safety, Data Protection

Employees are responsible and accountable for:

- compliance with workplace policies and procedures for risk identification, risk assessment and risk control e.g. lone working such as school and community group deliveries.
- active participation in activities associated with the management of workplace health and safety.
- identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- maintaining records in line with GDPR requirements and the Charity's policies.

Notes

- This job description is only a summary of the functions of the job and not a comprehensive list of all possible responsibilities, tasks and duties which may differ from those outlined. There may be other duties that will be assigned as part of the job.
- The role is for an initial 12 month contract which is renewable subject to funding being available.
- The position is subject to a PVG Disclosure.



Why join our team?

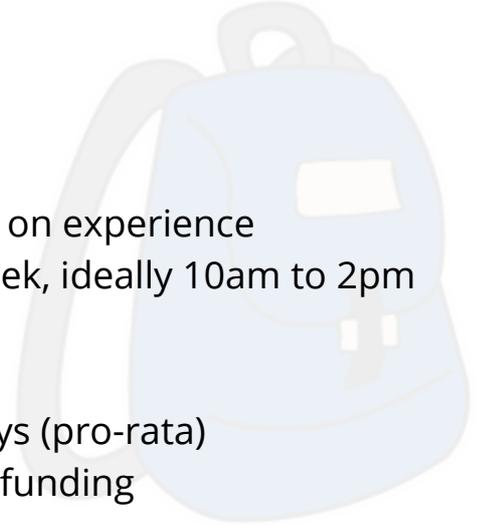


You can play a key role in giving local children confidence and a chance to fit in at school.

We are a small friendly team with a passion for what we do. The nature of the work means that no two days are ever the same, and you definitely won't be stuck behind a desk all day.

The benefits that come with the role include:

- Base salary up to £22,000 (pro rata) dependent on experience
- Family-friendly working hours (16 hours per week, ideally 10am to 2pm Monday to Thursday, subject to discussion)
- Provision of work laptop and mobile phone
- 25 days per year annual leave plus bank holidays (pro-rata)
- Initial 12 month contract, renewable subject to funding
- Participation in a pension scheme
- Work with an enthusiastic and dedicated team of staff, trustees and volunteers



How to Apply

Please email Julia Grindley (one of our Trustees) at julia@edinburghuniform.org outlining the reasons why you should be considered for this role and attaching a copy of your CV.

The closing date for applications is **Monday 27th February 2023**.

Following the closing date, shortlisted candidates will be invited to an interview and asked to undertake a short written exercise.

“The families I referred would not have managed to send their children to school without this service”

