



Baby Bank Scotland Manager

Job Description and Person Specification

Job Title:	Baby Bank Scotland Manager
Responsible to:	Board of Trustees
Place of work:	Office based in Hamilton, South Lanarkshire. Office based Tuesday and Thursday to accommodate opening hours (10-2), for the remainder of working hours the pattern and location is negotiable.
Salary and Duration:	£30,940 (pro-rata) The post will be part time 20 hours per week. Fixed term 2-year contract with an extension subject to funding.
About us:	
Baby Bank Scotland is a community-driven organisation dedicated to supporting families experiencing financial hardship by providing essential items for babies and children, including clothing, nappies, equipment, and other vital supplies. We are passionate about reducing child poverty, promoting dignity and inclusion, and environmental sustainability.	
Main purpose of job:	
The purpose of the role is to coordinate the day to day running of Baby Bank Scotland, supporting the Board and Baby Bank Scotland volunteers to enable the organisation to fulfil the current demands and prepare for growth. We are seeking a compassionate, organised, and motivated Manager to lead the day-to-day operations of our Baby Bank. This is a hands-on and varied role that requires strong interpersonal skills, administrative capability, and a genuine passion for helping others. Baby Bank Scotland has, since its establishment been volunteer-run and led. You will be the first staff member of Baby Bank Scotland, which is a significant part of our growth and development.	



Main Responsibilities:

- Establish robust administrative and financial systems, ensuring GDPR compliance
- Work with volunteers to ensure smooth daily operations and a supportive team environment.
- Work with volunteers to improve and streamline referral systems and recording
- Scope and establish monitoring systems to demonstrate the impact of the support provided
- Develop relationships with key individuals and partners to further the work of the organisation
- Seek out new income and funding streams, working with the Board to secure additional financial resource
- Be the first point of contact for all enquiries and an ambassador for the organisation and our aims
- With the Treasurer, process day-day financial transactions, ensuring effective financial recording and reporting through established systems
- Be the main point of contact for volunteers when on-site, helping to direct work and support where required
- With the Board secretary, collate board papers and maintain the Trustee's online information storage.

Essential Criteria:

- Minimum of 2 years' experience in working in a role with administrative and/or project management responsibilities
- Highly competent with Office 365 and MS Office
- Finance experience related to administration tasks
- Highly organised and self-motivated
- Solution focused, able to anticipate issues and mitigate challenges
- Compassionate, non-judgmental, and committed to equality

Desirable Criteria:

- Experience of working in the voluntary sector
- Success in income generation or securing external funding
- Knowledge of child welfare or poverty issues in Scotland
- Experience in monitoring and evaluating projects for impact
- Volunteer management experience
- Social media or community engagement skills

Additional Information:

- The post-holder will be subject to a PVG check
- As part of the recruitment process shortlisted candidates will be asked to visit us at Baby Bank Scotland and spend at least an hour volunteering.



Please note: This job description does not represent an exhaustive list of responsibilities and tasks, but indicates the main responsibilities required from an employee in the role. We reserve the right to require employees to perform other duties from time to time. In addition, we reserve the right to vary or amend the duties and responsibilities of the post holder at any time, according to the needs of the organisation.

We believe that everyone, regardless of their background, identity, or personal characteristics, should have the opportunity to thrive and succeed. We do not discriminate on the basis of age, disability, gender, gender identity, race, religion or belief, sexual orientation, marital status, pregnancy or maternity, or any other characteristic protected by law.

We are committed to creating a supportive and inclusive environment where all employees and candidates are treated with respect and fairness. We encourage applicants from all backgrounds to apply for this position.

How to apply

The deadline for applications is **5pm on Monday 23rd June 2025**.

To apply, please email enquire.bbscotland@outlook.com with:

- Your Curriculum Vitae
- A covering letter of no more than 500 words outlining your suitability for the role

As the Baby Bank Scotland uses a blind process to review job applications, please ensure your Curriculum Vitae and covering letter:

- Uses initials only
- Does not include gender pronouns
- Does not include dates

The above will help to reduce unconscious bias in Baby Bank Scotland recruitment processes.