



Job Description: Children's Clothes Bank & Warehouse Coordinator

Location: Dundee Bairns Unit 23, 10 Tom Johnston Road, Dundee, DD4 8XR

Salary: £31,868 (£19,120)

Hours: Part-Time, 0.6 FTE (22.5 hours per week)

Contract: Permanent

Reports To: Executive Director

Dundee Bairns is a Dundee-based children's charity working to reduce the impact of poverty on local children, young people and families. Through its food and activity provision, clothing programmes and Bairns at Home multibank, Dundee Bairns helps ensure children have access to essentials such as food, clothing, household items and opportunities to take part in positive experiences. This is an exciting new opportunity to join a growing, practical and values-led organisation at the heart of Dundee's community support network, helping to develop and coordinate a vital service for families who need it most.

Job Purpose

The Children's Clothes Bank and Warehouse Coordinator oversees the daily operations, logistics, and safety of our clothing bank storage facility.

This role balances physical inventory control and warehouse management with volunteer leadership, ensuring families in financial crisis receive high-quality items quickly and safely.

Job Tasks

- Organise the warehouse layout to maximise storage efficiency for clothing, bulky baby equipment (prams, cots), and seasonal stock.
- Donations Management: Oversee the intake of all public and corporate donations, ensuring items are sorted, quality-checked, logged, and safely stored by age and size.
- Logistics and Safety: Maintain clean, clear walkways and ensure all storage racking and equipment comply with health and safety standards.
- Inventory Tracking: Monitor stock levels to identify and mitigate against shortages of high-demand items (e.g., winter coats, school uniforms).
- Order Fulfilment and Tracking: Coordinate the packing of customised clothing bundles based on referral requests from health visitors, community midwives, social workers and other referrers. Use live tracking system to monitor and update order status
- Volunteer Supervision: Recruit, train, timetable and guide a team of volunteers in warehouse tasks, lifting techniques, and quality control.
- Events and outreach: support the delivery of outreach events, with specific focus on inventory and community need.
- Communications: develop and deliver regular/bespoke communication channels with referrers, donors and volunteers, both current and prospective.
- Programme development: over time, and in conjunction with the Executive Director, develop the service to provide greatest impact and efficiency.



- Referral Tracking: Maintain accurate digital logs of incoming referrals, outgoing inventory, and donor data.
- Supply Chain Networking: Liaise with local businesses and community groups to coordinate bulk donation drop-offs.
- Team working: work with other team members to organise deliveries and collections as required.

Skills and Experience

Essential

- Team Leadership: Proven ability to manage, motivate, and direct a diverse team of volunteers.
- Relationship Building: Ability to build and maintain relationships with referral partners, volunteers, donors and other stakeholders
- Warehouse or Retail Management: Experience managing a physical inventory system, stockroom, or warehouse environment.
- Health & Safety Awareness: Understanding of basic warehouse safety, including safe lifting practices and hazard identification.
- Physical Fitness: Ability to lift, carry, and move heavy boxes, clothing sacks, and bulky baby equipment daily.
- Digital Literacy: Proficiency in Microsoft Office (Outlook, Excel, Word) for inventory tracking and email management, and with an ability to learn to use new software.

Desirable

- Sector Knowledge: Understanding of local safeguarding procedures and challenges faced by low-income families.
- Knowledge of Airtable and Sortly platforms.

Pre-employment Conditions

- PVG Scheme Membership: This post is considered 'regulated work' with children under the Protection of Vulnerable Groups (Scotland) Act 2007. The successful candidate must be a member of the PVG Scheme or undergo a PVG Scheme update check before employment is confirmed.