

Paid Role: CBP Warehouse Supervisor

Two hours per operational day (varies by hub): 39 weeks / year

Hourly rate: £13.85 (£14.80 in London)

6 month fixed term contract

About us

The Children's Book Project is a registered charity that directly tackles inequalities in well-being, self-esteem and educational outcomes in childhood by gifting beautiful, contemporary books to young people with very few books of their own. We have now gifted over two million pre-loved, carefully curated books to children across the UK via schools, foodbanks, prisons and women's groups, ensuring the relevance and appeal of every book we gift.

Our logistics

Our ambition is to create a sustainable model for the passing on of pre-loved and surplus publisher books to ensure that every child has the chance to have a favourite book of their own at home. We encourage all families to donate books, we engage with publishers to view every surplus title as a gift waiting for a reader and we help communities host book gifting events that spark a lifelong love of reading.

The work that takes place remotely and in our three HQs in Birmingham, Leeds and London permits us to gift over 25k books every week, ensuring their relevance to every recipient audience and the quality of the accompanying resources.

We are truly 'volunteer powered': over 15,000 hours were given last year by volunteers at these book sorting events and via remote support. A minimum of eleven events each week (five in London and three each in Birmingham and Leeds) are run by four Children's Book Project Team Leaders and Volunteer Coordinators.

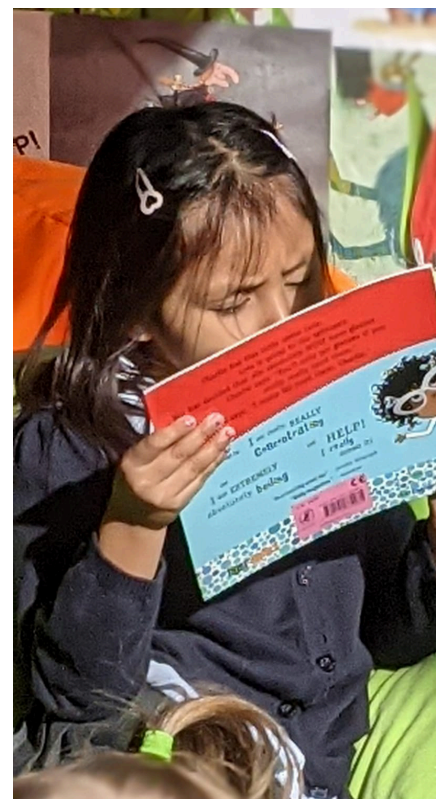
An organised and efficient warehouse space is critical to the reliable throughput of these volumes of books each week and to the safe use of each space by our regular and volunteer teams. This requirement underpins these roles which have been newly created to support our teams at each of our three warehouses.

The opportunity

Our three Warehouse Supervisors will each be responsible for the safe, efficient, and sustainable operation of their local warehouse, ensuring it remains tidy and fully operational.

The role includes overseeing books in, ensuring books are stored correctly, moving pallets as required, and moving and loading books out into vans or ready for couriers. The Warehouse Supervisor is also responsible for managing rubbish and recycling. From time to time it may mean working with the Books In team to preempt and plan for larger deliveries or for longer storage of boxed books. They will oversee stock management, including regular stock takes, and anticipate / report any shortages to the Procurement Manager.

The role includes ensuring that regular health and safety / fire checks are conducted as per an agreed schedule, maintaining the building, carrying out minor repairs and arranging contractors for larger maintenance issues when required.



Key responsibilities

Warehouse Operations

- Oversee day-to-day warehouse operations for the site they are responsible for
- Work with the team to ensure consistent standards, processes, and layouts across all locations where possible
- Proactively identify and implement process improvements to increase safety, efficiency and throughput

Efficient & Safe Use of Space

- Working with the Volunteer Manager to ensure full understanding of expectations, ensure that Team Leaders in all hubs maintain a clean, organised, and safe warehouse environment
- Make recommendations for improved use of the space wherever this seems sensible
- Ensure adequate stock levels and safe storage of tools, equipment, and boxes for all warehouse activities
- Provide hands on support, moving stock or helping to load the van.
- Book couriers as required for sending books to schools/prisons and for sending out dumpbins

Health, Safety & Premises Management

- Enforce health and safety protocols across all sites for staff, volunteers, and visitors including consideration of the outside of a warehouse e.g. any parking or areas used by the public
- Responsible for risk assessments for warehouse including regular reappraisal of existing risk assessments
- Carry out half termly site checks to ensure compliance with safety guidelines inc Fire Safety and First Aid
- Address any electrical, plumbing, security, or other premises-related issues that fall under lessee responsibility
- Promote a culture of safety, accountability, and continuous improvement

Sustainable Practices & Waste Management

- Coordinate all waste disposal to ensure the organisation adheres to best practice sustainability standards
- Manage day to day issues with waste disposal contracts, including Choice Textiles and Biffa
- Monitor waste streams and identify opportunities to reduce waste and improve recycling and reuse.

Inventory & Stock Management

- Move stock within the warehouse in particular from 'Publisher Warehouse' to Packing area as required
- Maintain an overall inventory of all stock eg. tape, paper towels, printer cartridges etc and preempt / pass onto procurement manager any ordering requirements
- Maintain an up-to-date inventory of all printed materials and gifting collateral
- Ensure gifting materials are stored safely and are easily available for use

Team Training & Support

- In conjunction with the Volunteer Manager, Product and Procurement Manager ensure that every new Team Leader(TLs) and Volunteer Coordinator (VCs) is trained in HQ processes and safety protocols
- Promote a safe, positive, inclusive, and well-organised environment for all visitors and volunteers

Systems, Reporting & Collaboration

- Provide regular updates and reports on stock levels, quality, waste, and operational issues
- Act as a key point of contact for warehouse-related matters across the organisation
- Support audits, inspections, and site visits as required



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Who are we looking for?

Firstly, someone whose values strongly align with our mission to ensure every child has access to books.

To be successful in this role you will:

- Have experience managing warehouse, logistics, or stock-based operations
- Have the ability to lift and move boxes on a daily basis
- Have the ability to undertake basic maintenance and minor repairs within a warehouse setting.
- Understand health & safety, stock control, and warehouse processes and appreciate their importance
- Possess excellent organisational and communication skills.
- Have the ability to work independently and prioritise effectively in a part-time role
- Enjoy working with volunteers and cross-functional teams
- Be able to drive a large manual van from time to time

Also desirable:

- Experience in a charity, non-profit, or social enterprise environment
- Experience managing donated goods or large-volume inventory
- Familiarity with sustainability or waste management practices
- Experience using warehouse or inventory management systems

Personal Attributes

- Organised, practical, and solutions-focused
- Approachable and confident supporting volunteers and staff
- Calm under pressure and adaptable
- Values-driven and aligned with the organisation's mission

What we offer you

- A supportive and passionate team environment.
- Term time work and some flexibility around hours
- The opportunity to contribute to a fast-growing national charity and support tangible social impact

Anticipated commitment

This is a part-time role, working two hours per day on each of our operational days at one of three hubs:

- In Birmingham we open three days per week (Monday, Wednesday and Thursday)
- In Leeds LS10 we open three days per week (Monday, Tuesday and Thursday)
- In London W10 we open five days per week (Monday - Friday)

Our aspiration is that the Warehouse Supervisor role is on site for two hours on each of our operational days, during our opening hours which are 9:30am - 3:30pm. From time to time we will appreciate support opening / closing later in the day.

To find out more or to apply

As part of our values, we are committed to supporting inclusion and diversity. We actively celebrate different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us. Should you be interested in this role, please email the completed application form to tracy@childrensbookproject.co.uk. Interviews will be held remotely via video conference. Inductions will be in person at your site in Birmingham, Leeds or London.

