

Paid Role: Trip planning & map administrator
Three days per week during term time (36 weeks annually)
£27k pro rata: 18 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 amongst children by gifting beautiful, contemporary books to young people with very few books of their own. We plan to gift over 500k pre-loved, carefully curated books to children across the UK this academic year including via schools, foodbanks and women's groups and we work hard to ensure the relevance and appeal of every book gifted. We have an incredible team of talented and multi-skilled volunteers who work with passion to put books into the hands of children who might not otherwise have access to book ownership.

The importance of efficient logistics

We began in London in 2011, grew slowly and now have an wide-spread and beneficiary-led gifting model that reached over 200k children in targeted communities nationwide this year. We oversee the vast majority of book deliveries to schools, but some books are donated locally by families via our national map. This role has responsibility for both our dedicated trip planning and the administration of our national donation map.

Trip Planning

Robust logistics are core to how we can make best use of our resources and funding when moving books in and out of our HQs and to recipient organisations, and how we can ensure that our actions are as sustainable as possible. Within this role you will be planning daily driver routes to ensure that our trip planning is as efficient as possible so that ultimately, we can reach and support more children and families.

National Map Admin

A small but significant percentage of our books are gifted directly to schools or drop points via local families. This direct partnership is made possible through our map of donation points. Within this role you will liaise with all new and existing registrants to ensure they can get the most out of their participation.

You will also liaise with donors that wish to use these drop points or schools to ensure they donate books that match our requirements and receive information and support showing them the value of their donation.

In both aspects of this role you will be working at the heart of what is a family as we scale and deepen our impact.



Context

This new role will be integral to our team, and will work within the Operations team, liaising with multiple members of our core team. It will require a planned and proactive approach based on our termly scheduled activity but the ability to also respond to requests or changes as they arise.

Outline role description

This role encompasses two areas. In all instances this individual will work closely with respective internal teams to ensure a full understanding of the opportunity and any specific requirements. Our planning calendar affords the most robust and efficient approach to logistics but the nature of our work demands that flexibility is required.

Trip Planning

Our Trip Planner works within the Operations team to devise and oversee the movement of books in and out of our three HQs in London, Leeds and Birmingham. They will do this via our bespoke Salesforce platform which has a dedicated trip planning function. Every week during term time they will plan the routes for our drivers in each location, taking into account any required collections or deliveries and communicating with the team how to prepare for these. We are a lean organisation and where possible make use of volunteers. This role will involve liaison with our three paid drivers and also with a core team of regular volunteer drivers.

- Use Salesforce to plan weekly trips for drivers for deliveries and collections in most efficient manner
- Respond to last minute changes or requirements as they arise
- Work with other members of the team to agree priorities
- Book zip vans as required
- Liaise with drivers to share routes and special instructions

National Map Admin

Ongoing admin of our national map ensures that all registered schools and donation hubs know what to expect from the scheme, and can get the most out of participation. This role involves both back end administration of our school database and direct liaison with participating schools.

- Regular activities
 - Oversight of applicants to ensure eligibility and understanding of the scheme
 - Monitor new applications and send them welcome materials or reject applications as appropriate
 - Regular follow up with applicants who have not responded to the welcome pack email to confirm
 - Liaising with recipient hub schools confirming map offer mechanic, offer of support etc.
 - Sending out of existing recipient hub survey and collation of results for review
 - Regular data clean up to ensure accuracy of all school contact data and their continued participation
- Ongoing / ad hoc role requirements
 - Respond to ad hoc queries from schools about donations they have received/waiting to receive
 - Respond to ad hoc queries from donors
 - Work with books-in team to help contact schools about larger donations
 - Redirect any books in queries/ offers from schools/ corporates to the books in team
 - Administration of any ad hoc tasks relating to the recruitment of new registrants

Who we are looking for

Firstly, that our aims and ethos really resonate with you.

This is a new and varied role that will require strong planning and organisational skills. It will need to take into account and manage peak periods for the charity, where more trips may need to be planned or additional volunteer drivers sourced. It also needs to be able to respond to unexpected changes to a delivery schedule whether due to unforeseen events or revised requirements. As such, a high degree of ownership and attention to detail will be required as well as flexibility and ability to anticipate and address possible logistical issues.

You will need to work with multiple members of the team and also liaise with a large number of key contacts within our partner schools. As such you should have good interpersonal and collaborative skills and be comfortable in working with individuals across the organisation and externally. You will benefit from good decision making skills.

All aspects of your role will be conducted via our Salesforce platform. We will train you fully in this and offer ongoing support. You should be comfortable working within a data-led role.

Anticipated commitment

This is a part-time term time only role comprising three days per week over a 36 week term. There is flexibility on hours and the role can be remote within the UK.

