



Logistics Manager

Full Time 37.5 hours per week, based across our sites in Wokingham.

£30k per annum

At First Days, we believe every child deserves the same start in life. That's why we empower families facing financial hardship by providing resources and support. We strive to create a community where our services are no longer needed, but until then, we're here to make a difference.

Join our passionate team as our Logistics Manager and play a vital role in ensuring families receive the help they need. You'll be the backbone of our operation, working alongside a dedicated team to maximise our impact.

What you'll do:

- **Stock Management:** Managing the end to end process of receiving donations and fulfilling orders from our Family Support Team into our Essential Items projects (School Days, Baby Bank, Safe Place to Sleep).
- **Coordinate volunteers:** Work with the team to recruit, train and manage our vital volunteer workforce to maximise the support we can give to families.
- **Administrative and Data Management:** Oversee the day to day administration of the organisation, line managing our administrator and data manager, to ensure that families are receiving the best service possible.
- **Facilities Management:** Ensuring our buildings are safe places to work and everything is in the right place at the right time to support families the best we can.
- **Day to day line management:** 3-4 direct reports, helping deliver logistical support across the organisation to be as efficient as we can be in our support for families.
- **Events Support:** Work with the events manager to ensure that all events equipment is ready, available and delivered for our fundraising events.

What you bring:

- **Excellent people management skills:** You will know how to get the best out of people and how to manage them well to achieve our goals.

- **Training Expertise:** Experience delivering training or instruction to small groups or individuals.
- **Quick thinking and great organisational skills:** You thrive on prioritising, delegating, and multitasking in a fast-paced environment.
- **Team Player:** Comfortable working in a collaborative, supportive environment where everyone contributes.
- **Physical Strength:** This role involves regular moving of stock, furniture and donations (with a team of volunteers).
- **Values-Driven:** A strong alignment with our mission of empowering families and building a stronger community.
- **Tech Savvy:** Proficient in using computers and willing to learn new software/apps to optimise our work.
- **Detail-Oriented:** A keen eye for accuracy and a commitment to upholding our high standards.

You will need a driving licence, and be willing and able to drive large vans (up to Luton size).