



Job Description: Facilities Coordinator

Part time – 10 hours per week

The organisation:

Stripey Stork is a registered charity (1161613) who transform the lives of families in need through the simple act of recycling. We collect new and pre-loved items for babies and children - equipment, clothes, furniture, and toys - and distribute them to families in need across Surrey, Croydon and surrounding areas. The families Stripey Stork help are facing a range of challenges including homelessness, unemployment, low wages/high living costs and domestic violence.

Stripey Stork believe that every child deserves the **same start** and that by sharing the items our families have outgrown we can support a circular economy in a focused and meaningful way.

Our vision is that **every child in Surrey and Croydon** has access to the essential things they need to develop and meet their potential.

Our mission is to **alleviate the impacts of childhood poverty** by providing a practical way for families to help each other with kindness and purpose.

Meet us here: <https://youtu.be/CDZcFsz6ZAg>

Access our annual reports here: <https://stripeystork.org.uk/annual-reports/>

Who we help:

“Having a safe space for Comfort to sleep means the world to us. She sleeps so well in her warm cot and snuggly pyjamas, with her mobile lullaby sending her to sleep every night. Thank you from the bottom of our hearts, I will never forget the help you have given us.”

Meet Comfort, her family and the team who support them [here](#).

Overview of the Role:

As Facilities Coordinator, you will work alongside the Office Manager to ensure the smooth running and safe operation of our three workspaces - two warehouses and one office unit. You will be responsible for compliance and proactive health and safety management across our sites.

This role involves maintaining policies, providing staff and volunteers with the right equipment and guidance to work safely, and leading on ensuring donated items meet safety standards before they are rehomed. You will also assist with general administrative duties as needed.

This is a varied role that requires strong communication skills, attention to detail, and the ability to translate regulations into clear, practical guidance.

Key responsibilities of the role:

Health & Safety Compliance:

- Act as the primary health and safety contact under the guidance of the Operations Manager.
- Maintain appropriate health and safety arrangements, training, signage and supplies across all sites.
- Conduct regular health and safety reviews of buildings, working processes and volunteer arrangements.
- Check and maintain safety equipment (e.g. ladders).
- Ensure appropriate first aid and fire safety arrangements, including training, signage, supplies and incident record-keeping.
- Manage fire evacuation drills and liaise with fire prevention agencies for servicing equipment and completing fire risk assessments.
- Maintain up-to-date risk assessment documents for all sites and operations.
- Ensure Stripey Stork has appropriate employee and public liability insurance, with current certificates displayed.

Safety of Donated Items:

- Research and compile relevant sector knowledge, details of product safety recalls and British Safety Standards.
- Provide expert guidance to volunteers on checking donated items for safety before rehoming.

Policy & Compliance Management:

- Manage and update all organisational policies, including health and safety, HR, employee and volunteer handbooks and other compliance documents.
- Oversee policy review schedules, ensuring timely updates with input from relevant subcommittees.
- Create and review manual handling guidance for staff and volunteers.

Accessibility & Site Management:

- Monitor site accessibility and consider the needs of staff and volunteers, creating Personal Risk Assessments and Personal Evacuation Plans as required.
- Work with the Office Manager to maintain supplier and trade records, servicing schedules, cleaning checklists and opening/closing arrangements.
- Assist the team with general administrative duties as needed.

Key attributes required for the role:

- Understanding of Stripey Stork's work and a commitment to our cause.
- Friendly and professional approach when interacting with volunteers, partners, visitors and donors.

- Ability to analyse complex information and communicate clear, actionable guidance.
- Confidence in providing health and safety advice to staff and volunteers.
- Proficiency in Microsoft Office (Outlook, Word, Excel).
- Willingness to undertake some manual handling, including lifting and carrying items such as stationery boxes, prams and cot sections.

Hours of work:

10 hours per week at £13 per hour across two shifts per week (ideally 9am to 2pm or 10am to 3pm Monday and Friday).

This equates to a full time equivalent annual salary of £23,660 (pro-rated to reflect working hours).

41 weeks per year (4 weeks August break, 2 weeks Christmas, 2 weeks Easter and one week for Autumn, Spring and Summer half term).

Note that the role isn't a strictly term-time role as a break is only taken for August and not July. Some flexibility to provide cover during school holidays would be a bonus.

Role reports to:

Operations Manager

Location:

The role is based between our two sites:

51a / 55 Albert Road North, Reigate, RH2 9EL and 29 Linkfield Lane, Redhill, RH1 1SS.

Contract:

This is a permanent contract with an initial three-month review period.

To apply send a CV and covering letter explaining why you would be suitable for this role to: recruitment@stripeystork.org.uk by 12pm on Friday 14th March 2025.

At Stripey Stork, we are committed to building an inclusive team culture that reflects the diversity of the community we serve. We value different perspectives and experiences and encourage applications from people of all backgrounds, including those who are underrepresented in the charity sector or have lived experience of the challenges facing the families we support.

We want our recruitment process to be as accessible as possible. We will make all reasonable adjustments to support applicants throughout the process, including ensuring that interview questions are shared in advance. If you require any adjustments, please let us know, and we will do our best to accommodate your needs.