

## Kids' Clothing Coordinator

### Role description

---

**Role type:** PAYE  
**Rate:** £16 per hour  
**Capacity:** 16 hours per week (flexible)  
**Start date:** 5th Feb 2024 TBC  
**Period:** 12 weeks (to end 28th April 2024)  
**Deadline for applications:** 1st Feb 2024  
**Interviews:** 3rd/4th Feb (online)

---

**Place of work:** The NOAH Shop - High Town, and other locations across Luton

**Essential requirements:** Trustworthy and reliable  
Fast working aptitude; enjoyment in seeing the results of your efforts  
Kindness and motivation to help people  
Full driving licence, car/vehicle and relevant insurance (highly advantageous)

This role is dependent on funding and may be renewed or amended after the initial period outlined above.

A DBS check and two references will be required.

### Context

We're a small, local charity currently providing clothing and household support and social activities. Luton Clothing Bank started in 2020, redistributing clothes and shoes to support people experiencing financial difficulty. We are transitioning our children's clothing provision to trial a new model working in partnership with a local charity shop. We work closely with other local charities and groups who provide a level of clothes support, and with practitioners including family workers, health visitors, charity workers and other referrers. More information about our work can be found at the bottom of this document.

## Key skills, experience and attributes

The right person for this role will have the following skills, experience and attributes:

### Essential

Trustworthy and reliable

Fast working aptitude; enjoyment in seeing the results of your efforts

Kindness and motivation to help people

Full driving licence, vehicle and relevant insurance (highly advantageous)

Happy to sort through clothes donations

Excellent organisation skills and attention to detail

Excellent interpersonal skills

### Advantageous

Multilingual in locally spoken languages

Experience working with clothes in a shop or other setting

Knowledge of relevant charities/org.

---

## Key responsibilities

The Kids' Clothing Coordinator will be responsible for coordinating clothing collections, handling referrals for families who need free/minimal cost clothing items, and dealing with children's clothing stock.

You will be overseeing a transitional period for the children's clothing project, which involves a new partnership with local charity NOAH. Children's clothing will be stored at The NOAH Shop in High Town, where an expanded range of affordable children's clothing, and free/minimal cost clothing packs for families who need them, will be offered.

This will involve:

- Working closely with The NOAH Shop staff and volunteers, both on-site and liaising remotely
- Communicating with family workers, health visitors and other children and family practitioners to ensure they and the families they support know about the project
- Handling referrals from practitioners, who refer families in need of free or minimal cost clothing packs; communicating by email and phone and using Google Drive
- Speaking to families who need clothing support, and sensitively providing clothing packs
- Ensuring (as much as possible) good children's clothing stock levels so clothes are available to families who need them, which will include:
  - Visiting schools, places of worship and other organisations to organise clothing drives
  - Coordinating the receipt of clothes donations; arranging drop-offs and collections, and ensuring we only receive clothes that are suitable (as much as possible), to reduce the sorting and recycling workload
  - Coordinating the efficient sorting of donations; involving and supporting volunteers and ensuring only items which are in good condition are kept for redistribution, and redirecting or recycling other items

- Generally supporting The NOAH Shop staff and volunteers in ways that can be assumed reasonably connected to the project
- Fulfilling other reasonable duties relevant to the role, including taking initiative around existing and new processes and systems

Our trustees, staff and volunteers will share their experience and offer advice and guidance in order to achieve the intended outcomes. We're keen to welcome a passionate and competent individual into our team, and are open to exploring how your involvement can develop beyond the initial period of the role.

Please read more about our charity below before applying. You can call us to discuss any queries on 07311063676. **Apply by sending your CV with a cover letter (up to 1 side of A4) to [melissa@thecourtneyfoundation.org](mailto:melissa@thecourtneyfoundation.org).**

---

## The Courtney Foundation

We're a local charity, set up in early 2020. We currently operate as a small team of trustees, volunteers, and self-employed staff.

*Our purpose* is to promote social inclusion, and to prevent and relieve poverty.

*Our vision* is a society where everyone knows a sense of belonging, has the sustenance they need, and can fulfil their aspirations.

*Our mission* is to promote social inclusion by relieving hardship, developing skills, facilitating social activities, and tackling stigma.

*Our principles* are...

*Participation:* We involve beneficiaries in developing and delivering our projects. This helps inform our work and facilitate leadership roles for the people we work with.

*Inclusion:* We always make efforts to be mindful of the different parts of people's identity and the different factors that make up their experiences. Our projects take into account an individual's context and needs.

*Partnership:* We value working with different organisations and services including grassroots groups who know their communities best. We believe in working together to achieve mutual aims.

*Our goals are...*

*Tackling stigma:* We work to reduce stigma and discrimination to promote dignity and encourage participation and agency among our beneficiaries. This means we learn about and raise awareness of different beneficiary experiences, and address ways in which language, systems and attitudes can perpetuate stigma and inequity.

*Relieving hardship:* Luton Clothing Bank has supported hundreds of people and given out over 20000 items so far. We support anyone in financial difficulty, including people who are experiencing homelessness, claiming asylum, fleeing domestic abuse, unemployed or otherwise cannot afford to buy the clothes they need for themselves or their families. In 2023 we provided £60,000+ in household support (white goods, furniture, baby items, appliances) to local families and individuals.

*Facilitating social activities:* We offer ways for people to feel more part of the community through inclusive social activities for people experiencing or at risk of social exclusion, which may be due to a number of reasons. We've offered warm spaces, film nights, football, trips and fun days.

*Developing skills:* We aim to provide formal and informal education and training opportunities to develop skills, build confidence and improve social mobility.

You can read more about us on our [website](#), or follow us on social media: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).