

# Events and Resource Logistics Administrator

Join the team



# Job Description

**Job title: Events and Resource Logistics Administrator**

## Introduction

Care for the Family is a charity that exists to strengthen families. As an organisation our vision has always been to not only provide help and support in the tough times, but to help families put down strong roots in the good times that will help them weather life's storms if and when they arise. We offer courses, events and resources to promote and support thriving family life as well as preventive care and networks to assist families through crises and prevent relational break-down. We also operate specialist initiatives such as our national befriending support, helping families who face the most challenging circumstances including those parenting children with additional needs or coping with the loss of a child.

Every position in the organisation contributes to our support of over 70,000 people each year. However, we always strive to improve our creativity, increase our reach and make a greater impact strengthening family life in the UK's 19.4 million families.





## Role Description

<b>Hours:</b>	25 hours per week, ideally across four or five days
<b>Location:</b>	Care for the Family, Tovey House, Newport, NP10 8BA
<b>Duration:</b>	Permanent Contract
<b>Reports to:</b>	Events and Resource Logistics Manager
<b>Salary:</b>	£23,492.04

We are looking for an enthusiastic and highly organised Events and Resource Logistics Administrator to join this fantastic team! In this varied and important role, you'll assist the team with the smooth planning and delivery of in-person live event tours and conferences. You'll also be the key point of contact for our warehouse management and resource fulfillment. This is an exciting opportunity to contribute to the important work of Care for the Family, supporting families across the UK.

The Events and Resource Logistics Team provide the structure, planning and practical support to enable Care for the Family to deliver events across the UK. They operate at the heart of the action, creating a welcoming and professional atmosphere where our audiences can feel relaxed, valued and able to engage with our content in a way that is meaningful to them.

## Key Responsibilities

- Assist Events Team Coordinators in the practical organisation of live events and conferences, including booking accommodation and transport, preparing materials, and ensuring all resources are packed and ready.
- Oversee a small team of volunteers who help with practical tasks such as packing delegate bags ready for our events.
- Support the Events Team by occasionally joining event tour weeks as part of the road team (lieu time given when total hours exceed contracted hours).
- Maintain accurate and timely records on internal databases, websites, and reports in accordance with organisational procedures.





- Manage and maintain warehouse stock, ensuring a clean, tidy and safe environment. Accurately track inventory using the current stock management system (Sage 200).
- Manage our small fleet of vehicles, including booking MOTs and servicing and ensuring they are kept clean, tidy and road-worthy.
- Provide administrative support to the wider Operations Department when necessary and if needed, other teams within Care for the Family.

# Person Specification

## Essential

- Excellent time management and the ability to prioritise multiple tasks effectively.
- Excellent organisational and administrative skills.
- A positive, flexible attitude with a willingness to take on a variety of responsibilities.
- Strong written and verbal communication skills.
- Able to work both independently and as part of a team.
- Physically capable of moving and transporting equipment, sets and other resources, including heavy or awkward items (manual handling training will be provided).
- IT literate including Microsoft 365 and confident in learning other digital systems.
- Full UK driving licence and ability to drive both cars and vans.



## Desirable

- Regular experience working with databases.
- Familiarity with stock management processes and warehouse operations.

Nobody is perfect! You don't need to have experience in every area listed. We'd love to hear from you if you possess a combination of some of these areas.

## Additional Notes

Care for the Family is an organisation which has adopted a Christian Ethos statement. Our Equal Opportunities Policy includes facility for justifying that certain posts have an occupational requirement that they be occupied by people who can demonstrate a personal Christian faith. This post has such an occupational requirement attached to it.

## Terms and conditions

- This is a part-time salaried permanent position. The salary will be £23,492.04 (pro-rata) per annum.
- This position is 25 hours a week worked ideally over four or five days. This includes a half hour unpaid lunch break.
- The position is offered subject to the satisfactory completion of a three-month probationary period.
- Holiday entitlement is five weeks per annum, rising to six weeks after two years' continuous service, plus statutory holidays.
- CFF operates a group personal pension scheme and will contribute to an employee's plan, within the scheme, a monthly payment equivalent to 10% of their gross monthly salary once conditions for entry to the scheme have been met.







# Who we are

Since 1988, Care for the Family has sought to promote strong family life and help those who face family difficulties. Our work has been focused on the UK, but increasingly through digital technology, we are reaching a wider audience.

We focus primarily on the following areas of family life: marriage, parenting and bereavement. Our aim is to be accessible to every family whatever their circumstances and to create resources and support that are preventative, evidence-based and easy to apply.

We are motivated by Christian compassion and love and are committed to supporting families of all faiths or none, with quality services and resources.



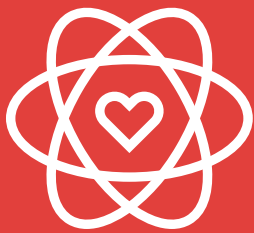
## Our Mission

We exist to strengthen and support family life.



## Our Vision

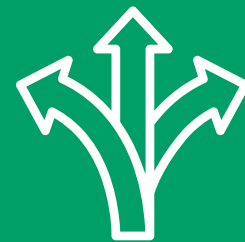
That all families will be able to find support during challenging times, and encouragement in the good times.



## Our Values

We will seek to act:

- with generosity of spirit
- with vulnerability
- by honouring the least



## Our Approach

The focus of our work is:

- with adults
- universally accessible
- evidence-based

## Employment Ethos

Care for the Family is a Christian organisation and for some roles there is an occupational requirement for the post holder to be able to demonstrate a commitment to the Christian faith. If there is such a requirement it will be included in the job description. Where this is the case, prospective staff will be asked to confirm that they assent to our statement of faith, which is a summary of the Nicene Creed.



# How our work helps

Since 2021



**38,817**

**families**

have been supported by  
Care for the Family.



During 2022,



**90**

**new facilitators**

were trained who are now fully  
licensed and equipped to run  
the *Time Out for Parents* courses.

Each year



**50**

**single parent  
families**

are given a week-long  
adventure holiday to strengthen  
their family.

We reach over



**16,000**

**people**

a year through our  
live events all over  
the UK.

Several hundred parenting  
courses were run by licensed  
facilitators, reaching over



**2,000**

**parents**

across the UK.

Our teams produce over



**100**

**resources**

each year to support families  
whatever they are going  
through.

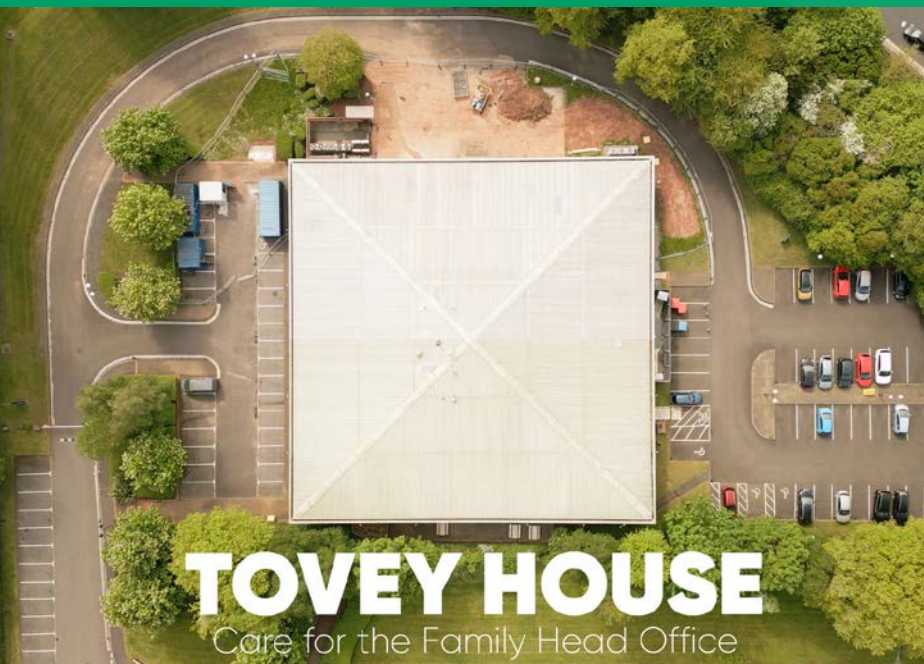
Through our befriending  
service



**100s**

**of individuals**

are supported each year,  
providing unique peer-to-peer  
support from trained befrienders.



Want to know what  
life is like at Care for the  
Family?

Have a watch of our  
introductory video:



## Life at Tovey House

Relationship is at the heart of everything that we do. For that reason, we place a high value on working together collaboratively in our Newport office. Just moments from the M4 and A48, Tovey House provides a purpose-built, comfortable, modern and welcoming environment.

The office is located 20 minutes drive from Cardiff, 10 minutes from Newport, 45 minutes from Bristol and is a 3 mile cycle from the nearest train station. It also offers great facilities such as ample free parking, a shower, bike store, 2 kitchen areas, an outdoor lunch area, a prayer room and comfortable working pods along with a hotel, pub and coffee shop a 5 minute walk away.



# Why work at Care for the Family?

- ✓ The knowledge that you are part of a team making a difference to family life in our nation, and beyond.
- ✓ 5 weeks annual leave (pro rata) rising to 6 weeks after 2 years' service plus bank holidays.
- ✓ 10% non-contributory employer personal pension scheme.
- ✓ Secure, free parking for all employees - taking some of the stress and cost out of getting to work.
- ✓ Bottomless free tea and Fairtrade 'Kingdom Coffee' available all day.
- ✓ Family friendly culture and policies including enhanced maternity pay.
- ✓ Prayer meetings twice weekly, as well as a dedicated prayer space in our Tovey House office.
- ✓ Staff conference events three times per year to build relationships, equip and encourage.
- ✓ Security for your loved ones through company life insurance to the value of three times your annual salary.
- ✓ A wide range of lunchtime wellbeing groups, including Pilates, walking and a book club.
- ✓ Access to a Employee Assistance Programme.
- ✓ Confidential counselling available for employees.



**STAFF DEVELOPMENT  
THE BIRKMAN METHOD**

At Care for the Family, we use a self-assessment tool called The Birkman Method.

We use Birkman to help increase awareness of ourselves and others and improve communication and relationships. Birkman has been used all over the world for 65 years to develop leaders, improve teamwork, and help us gain insight into our usual style, interests, needs and stress behaviours.

If you are selected for interview you will be asked to complete a Birkman questionnaire online. This is useful to us as it helps to paint a comprehensive picture of an individual's personality and motivations.



Care for the Family is a Christian initiative to strengthen family life, offering support to everyone.  
A registered charity (England and Wales: 1066905; Scotland: SC038497).  
A company limited by guarantee no. 3482910. Registered in England and Wales.  
Registered office: Tovey House, Cleppa Park, Newport, NP10 8BA.

