



## Proposed South East England Area Shoe Box Logistics Co-ordinator

In 2016 Blythswood Care shipped out over 121,000 donated Christmas Shoe Boxes to nine different overseas countries. This effort was supported by donors in the South East of England from where just under 17,000 boxes were gathered in, sorted and shipped out to our partners in Romania and Serbia. These shoe boxes arrived in Eastern Europe and were distributed in time for Christmas last year. Blythswood Care aims to replicate (or better) this work in 2017 and are seeking to appoint an enthusiastic and energetic person to help in the collection, sorting and loading of Christmas shoe boxes in the South East of England.

This appointment would be on the basis of a fixed term contract with specific start and end dates. Payment will be by PAYE and at a fixed hourly rate. Logistical, practical and prayer support is provided from Blythswood Head Office in Evanton.

The role is expected to operate from the beginning of September 2017 and run through to an end date of 31<sup>st</sup> December 2017 and will include the following key functions:

- Locate and manage suitable storage and Shoe Box sort station premises in the Medway area
- Recruit and co-ordinate the activity of volunteer sorters, packers and loaders
- Liaise with other areas supplying Shoe Boxes to the South East (e.g. Cromer, Leicester and Worthing)
- Co-ordinate the storage of sorted Shoe Boxes in advance of shipping to Eastern Europe
- Plan and organise the loading of lorries in conjunction with Blythswood Head Office

In all matters you will work in close contact with our Area Fund Raising Manager – South East England.

The successful applicant will be required to have a full, clean driving licence and be able and competent to drive a 3.5 tonne collections van.

Full details and familiarisation of these tasks will be provided but because you will be operating remotely from the Blythswood Head Office, initiative and the ability to think and work flexibly will be required.

If you are interested in the prospect of helping to bring Christian care to those less well off and think that you could contribute to the work outlined above then please make contact, by e-mail in the first instance, and we will endeavour to answer any questions that you may have.

Contact Stuart Gardiner at [stuart.gardiner@blythswood.org](mailto:stuart.gardiner@blythswood.org)

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