



## Operations Coordinator Role Description

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<b>POSITION</b>	<b>Operations Coordinator</b>
<b>RESPONSIBLE TO</b>	General Manager
<b>RELATIONSHIPS</b>	Founder All staff Volunteers
<b>HOURS</b>	30 hours
<b>POSITION OUTLINE</b>	<p>Manage and organise the Operations area of the Trust, including:</p> <p>Overseeing the delivery of emergency and seasonal care packs, including referrals, logistics, distribution, and coordination with agencies, caregivers and regional teams.</p> <p>Organising and managing all storage areas (onsite and offsite), ensuring efficient stock management, rotation, and seasonal readiness.</p> <p>Monitoring and maintaining stock levels, coordinating purchasing and investigating bulk-buying opportunities where appropriate.</p> <p>Developing and maintaining systems to track inventory and streamline operations.</p> <p>Acting as a welcoming interface for the community, donors, and supporters.</p> <p>Managing the receipt, coordination, and sorting of donations from multiple sources.</p> <p>Maintaining strong communication between the shed operations team and the administration team.</p>

	<p>Leading the recruitment, scheduling, and coordination of volunteers to meet operational demands, both onsite and offsite.</p> <p>Organising volunteer appreciation events.</p> <p>Providing reporting and updates as required.</p> <p>General support when required to the overall running of the Charity.</p>
<b>KEY ATTRIBUTES</b>	<p>Understand and work towards supporting and achieving the Vision and Values of the Trust</p> <p>Must be well organised and methodical with excellent communication skills</p> <p>Handle confidential client information with care and integrity</p> <p>Actively lead a team of both operations staff and volunteers working as part of a busy team. This includes understanding and being part of the wider Trust team</p>