



**Baby things,  
big impact.**

## **JOB DESCRIPTION**

### **Session Lead – Brent**

**Salary:** £25,539 FTE per annum (gross)

**Contract Type:** Permanent, 52 weeks per year

**Location:** Uncle Building, 7 Park Lane, HA9 7RH

**Hours:** 27 hours per week, Monday evenings 6.30–9.30pm, Tuesday to Friday 9am–3pm

**Additional Requirements:** This role will require a DBS check.

*\*Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.*

### **About Little Village**

Little Village makes a big difference to families with babies and young children living in poverty across London. Via our network of baby banks, we pass on loved goods from one family to another: clothes, toys and equipment so that many more babies and young children have the essential things they need to thrive.

Families either visit a Little Village hub, or items are packed with care and delivered to their home. But it doesn't stop there. We also connect families into a wider network of support, helping them to build and extend their own 'village'. Our values of love, solidarity, thriving and sustainability underpin everything we do.

Thanks to the generous donations of loved items, precious time and money, in 2023 Little Village was able to support more than 8500 children. But the demand for help still outstripped our capacity to respond week on week. This role will play a crucial part in helping us to build awareness of Little Village, to grow support for our work, and ultimately, to reach more children with the things they need.



## **About this role**

At the heart of Little Village is the regifting of pre-loved baby equipment, clothes and toys onto other families. To allow us to do that, we need a steady flow of good quality donated kit, which needs to be checked, sorted and organised within our Brent site, ready for delivery to families.

**Reports to:** Baby Bank Manager

**Purpose of role:** As a Session Lead, you'll work alongside another Session Lead during evening shifts, and with the Baby Bank Assistant and Manager during the day. Your main role is to guide and support a team of volunteers, making sure each session runs smoothly, efficiently, and in line with Little Village's values. You'll help ensure all volunteer tasks are completed, and that the hub is prepared for the next session — including keeping tables clear, restocking tape guns, and making sure recycling bags are emptied.

We're looking for someone who cares deeply about tackling child poverty and is inspired by our values of love, solidarity, sustainability, and helping families thrive.

## **Volunteer Management:**

- Be a site key holder. You will work with another staff member on site during evening sessions, managing a team of volunteers. During daytime shifts, there may be occasions when you will be the sole member of staff during the shift.
- To effectively induct new volunteers, ensuring they are familiar with Little Village's policies and procedures and understand its values.
- To welcome volunteers to each session and ensuring the session has a fun, professional and productive feel.
- To train new volunteers and allocate a buddy or mentor during sessions if required.
- To facilitate an effective session by ensuring every volunteer has a role and is clear about the objectives of the session/their task.
- To start each session with a briefing for all volunteers.
- To be the point of contact for questions and queries during the session.

- To ensure that volunteers entitled to travel reimbursements have their travel expenses recorded appropriately to allow payment, if applicable.
- To ensure volunteer shifts are accurately recorded on the Little Village system for each session.
- To manage any young volunteers and/or DofE students, ensuring any assessments are completed and the correct hours/sessions are achieved.
- To be responsible for health and safety during the session, including conducting personal risk assessments for any volunteers with individual needs, compiling and monitoring a risk assessment for the session, providing ongoing monitoring of health and safety, and ensuring all policies and procedures are followed during the session.

### **Task Management:**

- To ensure any priorities for that session are completed and any outstanding tasks are communicated to the Baby Bank Manager.
- To develop and implement any necessary processes that support the session.
- To ensure that donations are well managed, checked and organised correctly.
- To ensure bundles packed for families are done so with care and following Little Village guides.
- To ensure the hub is prepared for the next session — including keeping tables clear, restocking tape guns, and making sure recycling bags are emptied.
- To ensure any donors are thanked and supported with donations they are delivering
- To be in regular contact with the Baby Bank Manager and Baby Bank Assistant about any low or excess levels of stock.
- To identify improvements to the stock system and come up with suggestions for development, working with the Baby Bank Manager and Baby Bank Assistant.
- To work closely with the Baby Bank Manager, Baby Bank Assistant and other Session Leads to ensure the smooth running of weekly activities.
- To take on specific scheduled responsibilities to support the Baby Bank Manager and wider team with the day-to-day operations.

### **Weekday tasks:**

- To support families directly during family shop appointments, ensuring their experience is one of love and care.
- Unloading and loading delivery vans as required, sorting and placing items on to racks, and shelves and using a box trolley to move kit around. This includes heavier items, such as cot beds and large buggies, boxes and bags.
- Lifting boxes daily, containing toys, books, shoes and toiletries
- Moving large bags of clothing daily
- Using a step ladder to access stock boxes and bags daily

### **About your skills and experience**

We are looking for a highly motivated person to join our team. You should have:

- Good command of spoken English.
- Experience of using Microsoft Office 365 (Outlook, Excel, Word) and data input / processing.
- Exceptional organisational and delegation skills, and interest in routine tasks.
- The ability to communicate with and empower volunteers to be effective in their roles.
- The ability to work cooperatively with different types of personalities.
- The ability to motivate a team and make their contribution feel valued
- The ability to prioritise workloads and manage multiple tasks.
- The ability to think creatively and problem solve independently.
- Good knowledge of Little Village, its values and ethos.
- Desirable but not essential: Experience (direct or indirect) of living in poverty.

### **What we can offer**



### **Salary and pension**

The salary for this role is £25,539 per annum FTE (gross) or £14.03 per hour (gross). If eligible, we will match your contributions by 3% on pensions.

### **Annual leave**

You will be entitled to 25 days of annual leave plus bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week).

### **Hours of work**

We think this role requires 27 hours per week, but we're open to discussions about flexibility. Hours of work will be Monday evenings 6.30–9.30pm and Tuesday to Friday 9am–3pm. This is a 52 weeks per year contract.

### **Location**

This role will be based at the Little Village Brent, Uncle Building, 7 Park Lane, HA9 7RH.

### **Contract**

This is a permanent contract with a start date as soon as possible; however, we are willing to wait for the right candidate. The role includes a probation period of three months.

### **The application process**

Little Village operates in London, one of the most diverse cities in the world. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences and strongly encourage applications from under-represented group including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. As part of our commitment to fairer recruitment, all applications will be assessed without names and any protected characteristics.

We want Little Village to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that



everyone can apply to this role. We are serious about working with the right candidate to make this role work for them. To read our Equal Opportunities Policy please see [here](#).

We know everyone's lives are different and that traditional working patterns may not be quite right for you. We think this job requires 27 hours per week but if you are interested in the role but cannot commit to the hours above, we are also open to discussing the hours you are able to do.

The requisite eligibility criteria, or work visa to work in the UK are a requirement for this position and unfortunately, we are not able to offer relocation and/or sponsorship support.

Please note that this position will require a DBS check.

If you need additional support with your application or interview process, then please do let us know what you need and where we can help make this accessible.

### **How to Apply**

To apply, we would like you to complete [this online application form](#) by **9am on Monday 23<sup>rd</sup> June 2025**. Here, you'll be able to attach a CV. You will also need to respond to the following questions, using up to 500 words for each answer.

- What skills and experience would you highlight that are relevant to this role and our work at Little Village?
- How have you successfully juggled multiple priorities and what strategies, systems and processes have helped you to do so?
- How would colleagues and friends describe you? What are your superpowers and how are you still developing?
- Briefly describe why one of our four values; love, solidarity, thriving and sustainability resonates with you most and why?

We will be looking for concrete evidence of the difference you've made in relation to the questions we've asked: it's your chance to show us the skills and experience you'd bring to this role.

We will also invite you to complete an [anonymous equal opportunities form](#). The information contained in this questionnaire will be treated as confidential and will



be used for monitoring purposes only. This information won't be seen by any person involved in the selection process for this post. It will enable us to monitor how we are doing against our diversity and inclusion commitments.

Applications should be completed by **9am on Monday 23<sup>rd</sup> June 2025**. Please note, applications not using the online application form and following the guidelines set out here will not be considered.

### **Key dates**

#### **Submission of application: 9am on Monday 23<sup>rd</sup> June 2025**

All applications will be assessed on the match to the experience and skills set out here. We know we are asking for a lot and we are looking for your honest appraisal of where you are already high performing and where there is room for growth.

#### **Interview: Monday 30<sup>h</sup> June 2025**

This will be a competency-based interview and practical task with two members of the Little Village team. We will confirm who you'll be meeting as well as the location when this interview is arranged.