JOB DESCRIPTION
Project Manager - Stock & Logistics

Salary: £33,540 FTE per annum. Pro rata salary for 21 hours: £20,124 per annum.
Contract Type: Permanent, 52 weeks per year
Location: Home based, with travel to Little Village locations, partners and events as required.
Hours: 21 hours per week, across three to four days*
Additional Requirements: This role will require a DBS check

**Many of our staff work flexibly in different ways. We welcome conversations about flexibility at interview.*

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, since we launched in 2016, Little Village baby banks have supported more than **36,700 children**. In 2025, Little Village supported children 11,808 times, reaching families in every London borough. 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

Show The Salary

Village, to grow support for our work, and ultimately, to reach more children with the things they need.

About this role

Over the next few years, Little Village has an exciting opportunity to develop how we get essential items to families, build new partnerships and make the very best use of the stock and resources available to us. Sustainability is one of Little Village's four core values, and this role will help put that into practice by exploring how we can make the best use of donated stock, reduce waste, and develop responsible approaches to reuse and redistribution.

We want to explore new ways of working across our network and within communities, test new ideas and develop approaches that will help us reach more families while making our model as effective and sustainable as possible.

The Project Manager will play an important role in helping turn that ambition into practical projects and change. Sitting within the Stock and Logistics team and reporting to the Head of Logistics, you will lead and coordinate a varied range of projects, taking ideas and opportunities from early exploration through to testing, implementation and review. This could involve developing community or partnership models, improving how stock moves through our network, introducing new technology or processes, or working with colleagues and external organisations to find creative solutions to emerging challenges.

This is a role for someone who enjoys making things happen but is equally comfortable helping to work out what should happen in the first place. You will apply strategic thinking to individual projects and opportunities, helping to shape and develop them in line with the direction and priorities set by the Head of Logistics and wider leadership. You will combine this with practical delivery, build strong relationships across and beyond Little Village, and use data and insight to support good decisions. As Little Village's priorities and

opportunities evolve, there will be genuine scope to contribute ideas, shape individual projects and develop the role over time.

Reports to: Head of Logistics
Number of direct reports: None

Purpose of role:

- Little Village's strategy and wider organisational priorities will provide the direction for this programme of work. The Head of Logistics will work with the Project Manager to translate these priorities into a focused and realistic programme of projects, agreeing which areas of work should be prioritised and when.
- Specialist teams will retain accountability for their professional and operational decisions. The Project Manager will connect expertise, coordinate delivery and keep work moving.
- Priorities will be reviewed regularly so that a three-day role remains focused on a realistic number of active projects.
- As projects are completed, handed over or replaced by new opportunities, the focus of the role will develop accordingly.

Key Tasks and Accountabilities

General responsibilities

- Represent Little Village and its values, working collaboratively and respectfully with employees, volunteers, families, and partners.
- Follow Little Village policies and procedures, including those relating to safeguarding, health and safety, GDPR, equality, diversity and inclusion, and information security.
- Handle personal and sensitive information appropriately, including when using Copilot or other AI-enabled tools, in line with organisational guidance and data-protection requirements.

- Travel to Little Village locations, partner sites and events as required. Occasional evening or weekend work may be needed for specific projects, with advance planning wherever possible.
- Undertake other reasonable duties consistent with the purpose and level of the role as organisational priorities and projects evolve.

Shape opportunities into deliverable projects

- Work with the Head of Logistics and relevant colleagues to clarify emerging needs and opportunities, gather information, and define proportionate outcomes and success measures.
- Research and develop options and recommendations, drawing together operational experience, family and partner insight, data, costs, risks and practical constraints.
- Turn promising ideas into clear recommendations, pilots or implementation plans, identifying the people, decisions and resources needed to move forward.

Lead projects and change

- Lead agreed projects from exploration and co-design through planning, testing, implementation, evaluation, and handover.
- Bring appropriate structure to the work through clear plans, milestones, responsibilities, risks and decision points, without overcomplicating delivery.
- Maintain a clear view of progress, dependencies, and next steps across agreed projects, highlighting where priorities, decisions, or plans may need to change.
- Plan changes around live warehouse, transport, hub, partner and family-facing operations, supporting a smooth transition into business as usual.

Build relationships and partnerships

- Build trusted relationships across Little Village and with community organisations, retailers, funders, suppliers, sustainability partners and other external organisations.
- Bring people together around shared opportunities, facilitate constructive conversations and turn discussion into clear recommendations and practical next steps.
- Coordinate colleagues with different expertise and priorities, influencing progress without having direct line-management responsibility for them..
- Help develop partnership propositions and practical operating arrangements, including responsibilities, stock flows, logistics, reporting and review.

Use insight, data and technology

- Collate and interpret quantitative and qualitative information from systems, colleagues, families, volunteers and partners.
- Create clear reports, briefings, options papers, recommendations and presentations that make complex information easy to understand and act on.
- Use Microsoft 365, Copilot or comparable AI-enabled tools confidently and responsibly to support research, data collation, synthesis, reporting and project administration, checking accuracy and protecting sensitive information.
- Identify useful measures and feedback loops so that Little Village can understand whether changes are delivering the intended benefits.

Learn and improve

- Design proportionate pilots and evaluation approaches, capturing what worked, what did not and what should happen next.
- Share learning openly and translate it into practical improvements, scale-up recommendations or decisions not to proceed.
- Develop reusable tools, guidance and ways of working that strengthen project delivery across the Stock and Logistics team.

About your skills and experience

You may currently describe yourself as a Project Manager or Programme Manager. More important than the title is your ability to see the bigger picture, build strong relationships and turn emerging ideas into practical, evidence-led change.

Essential:

- Strong project or programme management experience, including helping shape work from an early or developing idea and taking it through planning, delivery, evaluation and handover.
- Strategic thinking, with the ability to understand how individual projects contribute to wider organisational aims and spot connections, dependencies and opportunities across the work.
- Excellent written and verbal communication skills, including the ability to listen well, facilitate productive conversations and produce clear reports, recommendations, briefings and presentations.
- Excellent interpersonal and relationship-building skills, with experience bringing together people from different teams or organisations and influencing without direct authority.
- A practical and creative approach to problem solving, able to generate options, challenge assumptions and test workable solutions.
- Confidence working with data and insight, including collating information from different sources, checking quality, identifying what matters and presenting findings accessibly.
- Strong Microsoft 365 skills and confidence using Copilot or comparable AI-enabled tools responsibly and critically to improve productivity and the quality of outputs.
- Experience managing several projects or areas of work and stakeholders, with the judgement to prioritise, adapt plans and raise risks or decisions at the right time.

- Highly organised and self-directed, able to make good progress in a part-time role while keeping the Head of Logistics and stakeholders appropriately informed.
- Comfort with change and ambiguity, and the ability to bring enough structure for progress without over-engineering the work.
- Commitment to Little Village values and to developing practical, inclusive and dignified approaches that respond to families and communities.
- Reflective and evidence-led, using learning from projects and pilots to inform future decisions and improvements.

Desirable

- Experience of partnership development, service design, co-design or working with communities, volunteers, families or people with lived experience.
- Experience implementing technology, process or operational change, including testing, training and rollout.
- Experience developing options, proposals, business cases or partnership models to support decision-making and implementation.
- Experience working in an operational environment, which could include stock, logistics, warehousing, transport, fulfilment, retail, reuse or circular economy.
- A recognised project management qualification, such as PRINCE2, APM or equivalent.
- Experience working in a charity, social enterprise or other purpose-led organisation.

What we can offer

Salary and pension

The salary for this role is £33,540 FTE per annum. Pro rata salary for 21 hours: £20,124 per annum. 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 21 hours per week, over 3-4 days, but we're open to discussions about how this might look in a working week. This is a 52 weeks per year contract.

Location
Home based, with travel to Little Village locations, partners and events as required.

Contract
This is a permanent contract, starting as soon as possible. You will have a probation period of 3 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 groups 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.

Safeguarding is something we do together at Little Village. The post-holder will be responsible, as we all are, to keep children, families, adults at risk and volunteers safe by paying attention to wellbeing, raising concerns early, and following our internal safeguarding processes. You'll help us maintain a culture where people feel respected, safe and supported. We'll make sure you're given the right training, tools and guidance to do this.

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.

To apply, we would like you to complete this application form. 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?
- Which 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 **10am on Monday 30th November 2026.** Please note, applications not using the online application form and following the guidelines set out here will not be considered. Only candidates with existing eligibility to work in the United Kingdom will be considered. As a small charity, we are unable to provide visa sponsorship for this role.

Key dates

Submission of application: 10am on Monday 30th November 2026
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.

First round interview: Tuesday 8th December 2026
This will be a competency-based interview with two members of the Little Village team and a practical task. We will confirm who you'll be meeting as well as the location when this interview is arranged.

Second round interview: Friday 18th December 2026

This will be a competency-based interview 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.