



<https://faithinfamilies.wales/job/community-coordinator-and-warehouse-operative-jobs-in-swansea/>

Community Coordinator / Warehouse Operative

Description

Job Title: Community Coordinator / Warehouse Operative

- Location: Cwtch Mawr Multibank, Llansamlet, Swansea (with work across local Community Cwtch's)
- Hours: 37 hours per week (Monday to Friday) Some flexibility may occasionally be required
- Contract Type: Permanent – subject to future funding
- Salary: £28,655 per annum
- Reports To: Facilities and Development Manager

Job Summary

We are recruiting a proactive, compassionate, and organised Community Coordinator / Warehouse Operative to support our expanding work across Faith in Families' community Centres. The role focuses on community engagement and support, while also assisting with logistics and warehouse operations at Cwtch Mawr Multibank.

This is a frontline role that works closely with staff and families based at our community centres – **our Cwtch Mawr Cubbies**, ensuring they are supported with essential goods, and that feedback and emerging needs are shared back with the Multibank team. The postholder will also carry out delivery duties, transporting goods from the Multibank warehouse to local Cwtch Mawr Cubbies located in Swansea and assisting with warehouse duties and inventory control.

This is a people-focused role that requires empathy, confidence, and strong communication skills, alongside a flexible and practical mindset.

Responsibilities

Key Responsibilities

Community Coordination

- Act as the link between the Multibank and Cwtch Mawr Cubbies to support the distribution of essential items.
- Build relationships with centre staff and engage with families in a respectful and supportive manner.
- Identify and relay changing community needs or requests related to inventory types or volume.
- Provide guidance to Community Centre teams on the use, storage, or onward distribution of goods.
- Promote dignity-led service by ensuring essential products are delivered in a respectful and accessible way.
- Gather informal feedback from staff and community members to inform Multibank planning.
- Represent Faith in Families positively during all community-based activity.

Logistics and Driving

Hiring organization

Faith in Families

Employment Type

Full-time

Job Location

Cwtch Mawr Multibank,, SA7 0AQ, Swansea, Llansamlet

Working Hours

37 hours per week (Monday to Friday)

Base Salary

£ 28,655

Date posted

9 July 2025

Valid through

28.07.2025

Apply Now

APPLY NOW

- Transport essential goods from the Cwtch Mawr Multibank to our Cwtch Mawr Cubbies using the organisation's electric van.
- Load and unload items safely using appropriate manual handling techniques.
- Carry out basic vehicle checks and maintain cleanliness and road readiness.
- Keep delivery records up to date and report any issues or inventory discrepancies.

Warehouse Operations

- Assist with picking, packing and labelling items for internal deliveries.
- Support goods receiving and stock handling as needed.
- Help maintain a clean, safe and organised warehouse environment.
- Operate pallet trucks or other equipment (training provided if necessary).
- Support charity partners visiting the warehouse when required.

Qualifications

We are looking for someone who is:

- A confident communicator with strong relationship-building skills.
- Compassionate, non-judgemental, and able to work with families experiencing hardship.
- Organised and responsive, able to act on information gathered during centre visits.
- Physically capable of lifting and moving items safely.
- Comfortable driving a medium electric van and supporting basic warehouse duties.
- A flexible team player, willing to support others across different work areas.
- Familiar with the values of the charity sector, including respect, dignity and equality.

Essential Requirements

- Full UK Category B driving licence (standard car licence).
- Ability to drive a medium-sized electric van between local sites.
- Experience working in community engagement, support services or a people-facing role.
- Comfortable with manual handling and physical tasks.
- Strong verbal communication and basic record-keeping skills.
- Commitment to safeguarding, equality and maintaining confidentiality.

Desirable Requirements

- Experience working in community centres, schools, foodbanks or charitable distribution services.
- Understanding of family support services or poverty-related challenges.
- Forklift truck licence (Counterbalance) or willingness to be trained.
- Familiarity with health and safety and basic stock control.

Job Benefits

- A rewarding role supporting vulnerable children and families directly.
- A caring and supportive team environment rooted in community values.
- Training and development tailored to the role.
- Access to staff wellbeing support and internal services.
- The chance to shape the way essential goods reach those most in need.

- 7.5% employer contribution to pension scheme
- Holiday and sickness pay entitlements that increase with service