

Co-ordinator and Team Roles Descriptions

Below you will see the tasks that are currently carried out by The Willow Tree Team, and the current Co-ordinator who is stepping down from this role soon. No one person is expected to do all of these tasks on their own and these tasks could be shared out amongst a few people.

Currently the Willow Tree Baby Bank runs on a Friday morning every week (as the church hall is also used by other groups during the week. Referrals are made through the website and donations are given out every two weeks. The weeks in between are used as time to receive donations and sort them, remove what is no good and pack up the rest into packs for distribution. However, depending on how the new team may want to work this may be open to change.

Willow Tree Co-ordinator Specific tasks

Management of Willow Tree referrals

- Managing WT Emails (GDPR policies are in place)
- Monitoring & recording the Referrers list (done in conjunction with the church administrator)
- Monitoring the Willow Tree phone – texts, phone calls and phone messages are left on this mobile phone. This doesn't have to be done every day.
- Managing the appointment system –
- Fundraising & running the budget (not a large budget)
- Monitoring & recording the Referrals list
- Dealing with other agencies - We have links with JoJo Maman Bébé and twice a year are invited to put in an order for their packs of pre-loved clothes under their 'One Mother to Another' campaign. We also direct donors to The Salvation Army in Ilford/Romford, The Moses Basket Baby Bank in Brentwood and SMILE in Romford for either donating equipment surplus to our requirements or to Referrers as these agencies may be able to help with items we do not have/stock.

Publicity and media

- Putting out appeals for specific items
- Updating Facebook Page
- Getting updates on website

Occasional activities

- Talks & Presentations to interested donor groups/health care & case workers

Team Tasks

Management of donations

- Sorting donations of clothes & equipment
- Checking & cleaning equipment
- Disposing of unsuitable items and recycling superfluous donations

Management of stock

- Making up clothing, toys and bedding packs
- Buying/Sourcing specific items either by use of donated funds via eBay & other related sites
- Transporting larger items of equipment from church to storage & back again

Management of Outgoing Referrals

- Assembling Referrals
- Handing out referrals

Interested parties should contact the Minister of CHBC James Thomas on the details at the end of this advert, and the current Manager will be happy to show you how she manages the Baby Bank to assist you in making the decision of your future involvement.'

If you would be interest in helping with this amazing work then contact Rev. James Thomas on 07511 351050 or james@chadbaptist.org.uk.