

## Role description

### Logistics Co-ordinator

#### The role

The logistics co-ordinator is part of the field base team and as such is responsible for supporting the rest of the expedition team. You'll work alongside the logistics manager (LM), country director and country programme manager to ensure teams on project sites have all the food, materials and equipment they need to complete their projects. This is a challenging role and one that's essential to the smooth running of the expedition. It's not necessary to have a logistical background, just good organisational and administrative skills and a motivation to do the job well. Logistics co-ordinators are usually allocated a specific area, either rations or equipment, however the duties may vary with each expedition.

#### Other information

Logistics co-ordinators are required to join the programme at least a week earlier than the main volunteer manager team. This is to assist the Logistics manager and/or other logistics co-ordinators in preparing for the volunteer managers' arrival and the programme in general. It also allows the logistics team to be prepared for the logistical requirements of the volunteer managers induction period and be a step ahead.

#### The responsibilities

- Plan, manage and account for rations or equipment for up to 150 people, working largely on your own initiative
- Use existing systems to implement the above or establish new systems where necessary
- Place large accurate orders with suppliers, maintain good relations and seek cost effectiveness
- Work within a budget set by the logistics manager and be able to account for all expenditure
- Accurately and effectively administer the issue of rations or equipment
- Be able to account for the whereabouts of all rations or equipment
- Liaise with the logistics manager and/or logistics team on any equipment repairs or rationing changes
- Keep a clean, organised storeroom - rations stored hygienically and equipment stored safe, clean and ready for use
- You may be required to organise the end of expedition party e.g. food, drink and entertainment

### **The skills**

- Willingness to be flexible and put the needs of the expedition and the venturers first
- Excellent administrative and organisational skills
- Computer literacy (including the use of spreadsheets)
- Methodical and thorough planning and accurate calculating of orders (using a calculator)
- Excellent time management
- Good clear written and verbal communication skills
- Ability to cope with brief but intensive high activity periods
- Openness to additional responsibility or assisting other volunteer managers during low activity periods.
- Physically capable of safely lifting heavy items on a regular basis within Health & Safety remit
- Comfortable in a 'behind the scenes' but essential role