



Vacancy - Processing Supervisor

Role Type	Contract
Location	Canterbury, Kent
Wage	£13 per hour
Hours Required	30 - 35 hours per week, Monday – Friday.
Start Date	6 th January 2024
Deadline	20 th December 2024

The Employer

Books2Africa is a UK-registered charity (1152599) founded in 2012 whose mission is to promote a culture of 'readcycling' and improve the quality of education in Africa, through the collection, processing, shipping and distribution of quality books, computers and educational materials that equip individuals, institutions, and communities to acquire knowledge and achieve their full potential in a globalised world.

The Role

We are looking to recruit a Processing Supervisor to join the team at our Canterbury Processing Centre. You will be responsible for supervising the process of sorting, cataloguing, categorising and packaging donated books and non-book items, as well as managing a processing team of UK and international volunteers.

Key Responsibilities

- Onboarding, training and supervising processing team members effectively.
- Managing the shift patterns, performance and well-being of team members.
- Ensuring that donated books are catalogued, categorised and packaged correctly.
- Double-checking the categorisation of donated books and correcting errors.
- Ensuring that donated non-book items are processed correctly and efficiently.
- Keeping the processing rooms organised and tidy at all times.
- Completing daily, weekly and monthly administrative tasks and reports in a timely manner.

Essential Skills and Experience

- Genuine interest in books and great knowledge of book genres and academic disciplines.
- Strong attention to detail, very organised and tidy.
- Strong communication and decision-making ability.
- Ability to work independently, multi-task and prioritise workloads.
- Dedicated and proactive, able to stay on your feet and handle manual tasks efficiently.
- Experience supervising or working with others from different countries and cultures.
- Excellent IT skills and competent in typing, emails and spreadsheets.

To apply or for more details, please go to <https://books2africa.org/jobs/>