

Job Description

Job Title: Store Logistics Co-ordinator

Reports to: Operations Manager

Location: Neath South Wales & South West

Purpose

Shaw Trust is a progressive Charity, for over 35 years we have supported disabled and disadvantaged people as well as employment services, working with children in schools and offenders in prison to make positive changes to their lives that many would take for granted.

Working with us gives you more benefits than a standard package it gives you the chance to help turn someone's life around

Main Duties and Responsibilities

1. To Carry out delivery and collections duties from customers / donors houses within set geographic area
2. To work with shop based teams to ensure suitable route planning to maximise efficiency
3. To pick up donations from supporters such as organisations or individuals ensuring excellent customer service at all times
4. To collect and deliver furniture and take active part in house clearance
5. To help with display and sale of furniture in Retail shop
6. To transfer donated and new goods between shops as required and ensure appropriate documentation is completed
7. To post and collect donation sacks when required and use a reporting suite to track performance
8. To maintain all documentation to a high standard and ensure that reporting is completed as required
9. To drive safely and responsibly according to relevant UK legislation
10. To maintain and service vehicle in accordance with the manufactures
11. To undertake weekly vehicle check
12. The role will involve flexible working week as the business requires
13. To be reasonable for PPE and comply with company policies

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification</p> <p align="center">Job Title:</p> <p align="center">(E=Essential D=Desirable)</p>
SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> •
<p>Experience</p> <p>Experience in collecting and delivering service (E)</p> <p>Experience in driving long wheel based van (E)</p> <p>Experience in working with a diverse team of people (E)</p> <p>Good local knowledge of the area (E)</p> <p>Commercial awareness (D)</p>
<p>Skills and Attributes</p> <p>Good organisational and time management skills (E)</p> <p>Ability to work with Volunteers (D)</p> <p>Ability to work under own initiative (E)</p>
<p>Personal qualities, communicating and relating to others</p> <p>Full clean driving licence (E)</p>
<p>Safeguarding</p> <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Disclosure and Barring Service Check at a XXXXXX level (E)
<p>Other</p> <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)