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**Job description and person specification**

**Job Title:**  Warehouse Manager

**Pay/Grade:**£18,000 - £20,661 pro rata per annum (15 – 17.5 hours a week, mornings only, to include Friday morning, occasional weekend and evening work may be required).

**Managed by:** Trustees of Bristol Baby Bank Bristol

**Purpose of the job**

To be responsible for coordinating the work of the Baby Bank Warehouse, ensuring smooth processes and organisation is in place to enable the efficient running of the donation, sorting and referral process.

**Job Outcomes**

* Lead the organisation of the warehouse so items for referrals can be easily and fully assembled, collected or delivered within agreed timescales, ensuring orders are prepared for delivery and the delivery service is maximised.
* Ensure that the warehouse is a safe working environment, complying with Health and Safety legislation and Baby Bank Network policies and procedures.
* Work with the Office Manager and large item checkers to ensure suitable stock levels are maintained, including organisation of regular donations events.
* Co-ordinate the referrals process, maintaining excellent relationships with referral partners and partnership organisations to ensure our services are well-used and of high quality.
* Create and maintain instructional documentation, guidelines and processes for sorting and packing, including for larger equipment (cots and prams) to ensure Health and Safety requirements are met.
* Run regular warehouse operations team meetings
* Train, induct and supervise warehouse volunteers to ensure sufficient volunteer cover
* Manage warehouse volunteer tasks and workload
* Facilitate corporate volunteering days in the warehouse
* Safety check cots, prams, high chairs and stair gates and co-ordinate the checking, cleaning and preparation of donated baby items to ensure items are safe to donate on.
* Support the general operations of Baby Bank Network
* Work with the core team on strategic decisions and attend Strategic Operations team meetings.
* Work closely with the office manager and provide holiday/sickness cover for essential aspects of this role.
* Perform any other duties requested by the trustees that are commensurate with the grade of this post.

**Person Specification**

The ideal candidate for the job will have the following:

* Experience of coordinating service delivery
* Experience of managing teams of volunteers
* Excellent organisation and communication skills
* Excellent attention to detail
* Good IT skills
* Good practical skills
* Knowledge and experience of implementing good health and safety practice
* Ability to work on own initiative as well as part of a team
* Ability to work well under pressure
* A willingness to undertake occasional evening and weekend work
* A willingness to work in accordance with Baby Bank Network’s values, policies and procedures

January 2020