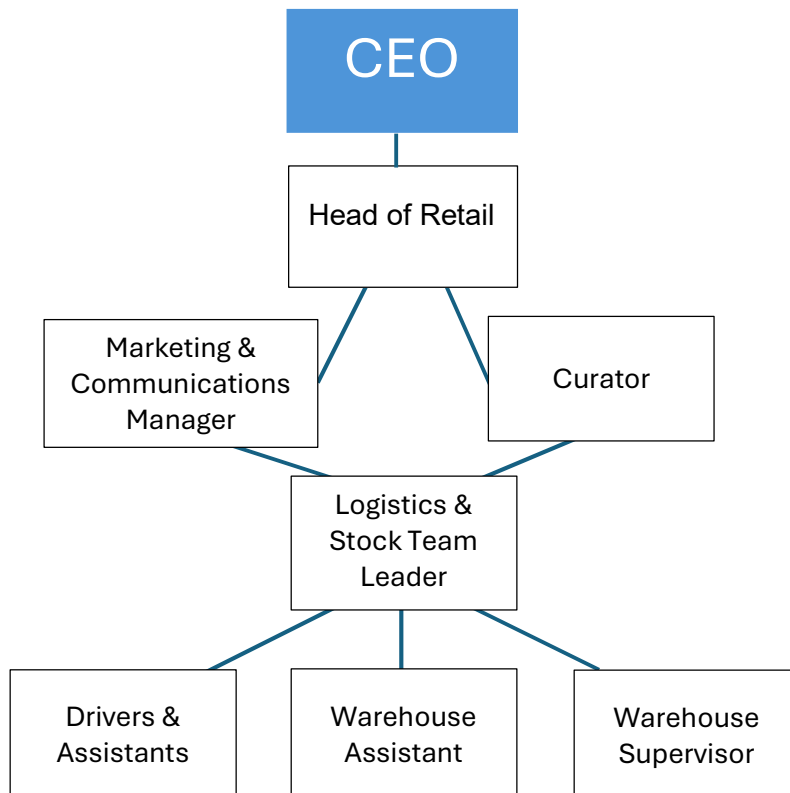


all aboard

it's all about the charities we support

Job Title:	Logistics and Stock Team Leader
Department:	Warehouse
Location:	Head Office - Watford
Reporting to:	Evelyn Andresier – Marketing & Communications Manager Molly Egbor - Curator
Main Job Purpose:	To be responsible for the efficient movement of stock through our Warehouse to our Charity Shops.
Direct Reports:	Warehouse Supervisor and Warehouse Assistant

Position in Organisation



KEY RESPONSIBILITIES

Key Accountabilities	Tasks
Movement of Stock	<ul style="list-style-type: none"> • To be responsible for the allocation of donations and corporate goods to shops, according to their needs. • To liaise with our Area managers, Charity shop managers collections team and drivers to ensure the efficient movement of stock to our shops or the warehouse as directed. • To receive deliveries direct from donors in Watford (and ensuring completion of Gift Aid forms) as and when required. • To ensure Gift Aid items are processed first, using the correct process. • To identify the value of stock coming into the Warehouse and liaise with the Curator regarding any high-end stock. • To lead by example ie. sorting stock, ragging, sorting out corporate goods. • To allocate overstock
Staff Management	<ul style="list-style-type: none"> • To lead 2 Warehouse staff team including the Warehouse supervisor and the Warehouse assistant, including any holiday requests and sickness management. • To ensure that the drivers keep their vans clean and tidy and carry out basic van checks • To direct van drivers with their deliveries and collections and monitor efficiencies. • To direct 3rd party drivers, suppliers, dealers and volunteers whilst in or using the Warehouse.
Other Duties	<ul style="list-style-type: none"> • To drive the All-Aboard van – both Electric (training will be given) and Diesel-powered models as and when required. • To open and close Head Office as required and therefore act as a keyholder. • To ensure that the Warehouse complies with Health and Safety and Fire Safety regulations by keeping it organised and tidy at all times. • To carry out waste and recycling processes. • To get involved in PAT testing (training will be given) and World of Books Pro • To carry out warehouse paperwork as required • Use pallet stacker (training will be provided) • Ensure the outside of the building including the car park etc is clean and tidy at all times

--	--

Legislative Compliance	Knowledge of Health and Safety Procedures Training provided on Sexual Harassment Awareness Manual Handling Gift Aid process Recycle Centre process and legislation
-------------------------------	--

Dimensions and limits of authority / influence
<ul style="list-style-type: none"> • Accountable for staff performance and training on operational procedures • Participation in the recruitment of directly reporting staff and volunteers, in liaison with HR Manager and Volunteer Co-ordinator. • Line Management of Warehouse personnel. • To direct Drivers and Van Assistants

Physical Effort
<p>This is unpredictable when dealing with donations and awkward loads. The position may be physically demanding, involve long periods of standing, considerable bending, lifting and may involve moving stock up and down stairs or in and out of premises.</p>

Qualifications, skills and knowledge required

Qualifications and/or Experience

Qualifications and/or Experience

Good standard of general education to GCSE level

Charity Shop experience preferred.

Proven team management/supervisory experience

Desirable

This position would ideally suit someone who is currently/has been a Charity Shop Manager at All Aboard/another Charity in order to have a good level of understanding of the charity sector and its key drivers and motivators.

Skills

Excellent communication skills

Ability to multi-task with a degree of flexibility (to manage last-minute stock change)

Good problem solving skills with ability to use ones' initiative

A confident team leader with the ability to motivate and influence individuals and teams, whilst leading by demonstration.

The ability to handle any conflict sensitively

Ability to successfully manage a varied workload with little supervision

Ability to work independently but with flexibility and remain part of a team

Commitment to positively promote the Charity and its work

Motivational skills

Delegation skills

Knowledge

Principles of customer service

EPOS Till systems desirable

Understanding of Gift Aid

Knowledge of Health & Safety

Awareness of collectables / antiques / clothing and fashion (particularly high-end items)

OTHER DUTIES

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of the Head of Retail.

ASSISTANCE

The Charity has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of the job, in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Charity environment and/or your role. Any matters of a confidential nature, relating to, the organisation, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

JOB DESCRIPTION

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Charity.

Job Description Updated: SK/DP/EA/JB/ME – April 2025