



## Job Description

**Post: Senior Warehouse Operative**

**Reporting to:** Project Manager (Home Starter Pack)

**Location:** Mallusk (Northern Ireland)

**Hours:** 35 hours per week

**Duration:** Permanent subject to funding (currently annually)

**Salary:** Commencing at NJC £22,627

**Benefits:** 5% contributory pension scheme and access to Westfield Health Care. Homeless Connect also offers 25 days annual leave in addition to recognising 12 public/bank holidays

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**Job Purpose:** Support the Project Manager in the smooth operation of Home Starter Pack services.

### Key tasks and responsibilities:

- Allocate and supervise staff and volunteers to sort, receive and deliver orders.
- Ensure orders are distributed correctly to recipient organisations.
- Ensure goods are checked in and out in accordance with warehouse system and records are accurately maintained, in particular checking supplies throughout as directed.
- Assist with the recruitment, training and development of volunteers within the warehouse as required.
- Drive a van to various collection and delivery points throughout Northern Ireland.
- Comply with security and safety of the vehicle on site, on the road and in the warehouse, ensuring all vehicle checks are carried out so that vehicles are mechanically operational and roadworthy.
- Contribute to planning and implementation of warehouse operations and systems change.
- Ensure the service is delivered in accordance with Homeless Connect Policy and procedures.
- Ensure that all health and safety procedures are followed as instructed and that volunteers are properly inducted to Health and Safety procedures
- Maintain good relations and communications in all contracts with recipient projects
- Carry out any other duties necessary in the light of the main purpose of the post

## **General**

1. Carryout duties in line with the organisation's policy on equality and diversity.
2. Contribute to a positive, supportive, and effective team working environment.
3. Actively participate in supervision, appraisals, work planning and training as required.
4. Undertake any other relevant duties as identified by the Head of Business Services/CEO.

The duties of the post will be subject to review in accordance with the needs of the organisation.

## **Person specification**

### Essential criteria

You must demonstrate the following:

- At least 5 GCSE passes including Maths and English Language grade C and above
- Full clean driving licence for at least 1 year and at least 6 months experience driving a van.
- At least 2 years recent demonstrable experience (in the last 5 years) of supervising and motivating staff in a similar role.
- Problem solver and competent decision maker.
- Ability to work within a small team and use own initiative.
- Good communication skills both written and verbal.
- Good organisational skills with the ability to prioritise
- Knowledge of workplace Health & Safety.
- Experience of working with the public.
- 1 year experience of Microsoft Office packages

### **Desirable**

- Experience of taking responsibility for health and safety issues within a warehousing environment.
- Experience of contributing to planning, developing and implementing warehouse operations.
- Experience of volunteer supervision and support