



Warehouse Coordinator

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| Hours: | 22.5 hours per week |
| Location: | Belfast |
| Closing date: | Friday 24 th May @ 12:00 |
| Salary: | £ 25,000 per annum pro rata |
| Interview location | Storehouse Centre, 39 North Street, Belfast |
| Annual Leave | 21 days |

About the role

We are looking for someone to join the Storehouse team for 22.5 hours a week as a Warehouse Coordinator.

The Warehouse Coordinator will manage all the Storehouse operations and facilities at the Food and Furniture warehouses. They will develop the van team to allow structured volunteer placements, including arranging appropriate training and mentoring.

About you

For this role you will be someone with a passion for people and an ability to see the potential in everyone. You will enjoy empowering volunteers, helping them find suitable roles and equipping them to flourish. You will be organised, good with developing and maintaining systems, able to identify opportunities and potential issues, confident in problem solving and comfortable with taking initiative. You will see the value in well maintained, safe spaces and how they set the atmosphere for all who enter in. You will be highly relational, comfortable in working alongside volunteers from a wide variety of backgrounds.



About us

Storehouse aims to be a transformative community, which breaks down barriers and releases hope.

We do this in three ways; through provision, community & growth.

Provision – providing the basic essentials of food, clothing & furniture to those in need.

Community - Creating opportunities for anyone to step out of isolation into a positive, supportive community

Growth - Encouraging individuals to develop a healthy view of self and overcome hurdles to flourishing

Over the last 16 years we have grown from a small food bank project to a thriving community offering multiple environments every week across three different venues. We have a current staff team of 6 and an amazing volunteer base of 150+. Every week we see over 200 households engage with Storehouse either through our provision environments or through our many opportunities for community.

We are passionate about everyone knowing their worth and creating the kind of community that empowers all who enter in.



Warehouse Coordinator JOB DESCRIPTION

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| Job title: | Warehouse Coordinator |
| Responsible to | Volunteer Manager |

Job Purpose

You will be a key member of a growing staff team, helping facilitate all aspects of our provision warehouses. You will play a crucial role in facilitating all our provision systems. You will take responsibility for our van collection and delivery teams and work with our current staff team to develop placement opportunities for structured volunteering. You will have the opportunity to engage in the overall development and direction of the organisation. The role will also hold the potential for developing new and exciting community environments in gardening and woodwork/furniture repair and involvement in implementing an empowering mentorship programme.

Main Tasks

Warehouse Facilities

- Overall responsibility for the two warehouses
- Ordering of supplies
- Implementing Health and Safety Policy and Risk Assessments
- Fire Safety
 - Organising and implementation of fire risk assessment
 - Organising routine servicing of all fire safety equipment
 - Carry out weekly checks of fire safety equipment
- Warehouse maintenance

Communication

- Monitor Furniture Collection Mobile Phone Line
- Monitor Furniture email address
- Arrange all furniture collections

North Street Supplies

- Liaise with Storehouse Centre Coordinator to ensure stock needed at North Street is supplied as required



Van

- Maintenance
 - Ensure van is serviced annually and PSV carried out
 - Arrange tax for van
 - Arrange monthly van wash

Warehouse Volunteers

- Point of contact for warehouse based volunteer teams and rotas
 - Van teams
 - Furniture cataloguing team
 - Food warehouse teams
 - Clothes sorting team
 - Publish available van slots on the Storehouse system

Van Team Development

- Recruitment and Training of new van team members
- Provide Placements for Growth and Development (Training, Mentoring)

Application

For an application form please email matt@storehousebelfast.com

Completed applications should be returned to the same email address or posted to: Storehouse Centre, 39 North Street, Belfast. BT1 1NA

All initial applications must be received by 12pm on Friday 24th May 2024.



Person Specification

| | ESSENTIAL | DESIREABLE |
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| QUALIFICATIONS | A full valid UK driving licence | <p>5 GCSEs / O Levels (or equivalent) at Grade C or above (including Maths and English)</p> <p>Degree in a relevant field</p> <p>Other accredited qualification or training in a relevant discipline (e.g. warehouse management, mentorship, first aid etc.)</p> |
| EXPERIENCE | A proven track record, working or volunteering with people within the community/voluntary sector | <p>Experience of volunteering with or being involved in Storehouse or similar environments</p> <p>Experience in developing and leading volunteer teams</p> <p>Experience in a mentorship or equivalent programme</p> <p>Experience in warehouse operations</p> <p>Experience in facilities management</p> <p>Experience of assessing and managing risk</p> <p>Knowledge and understanding of safeguarding issues</p> |
| SKILLS / ABILITIES | <p>Leadership skills, with a proven track record in assisting in the development of skills and talents of other team members</p> <p>Ability to connect and communicate effectively with individuals across a wide variety of backgrounds and cultures</p> | <p>Proficient at various methods of formal and informal communication e.g. over phone, email, in meetings etc. with agencies, churches, staff and a wide range of people.</p> |



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| | <p>Proficient with Microsoft Office, Word, Excel, Outlook and PowerPoint.</p> <p>Excellent Organisational skills</p> <p>Able to relate with a team, but also able to work alone, take initiative, researching, identifying and implementing strategic solutions, and manage and prioritise a diverse workload</p> <p>Ability to have difficult conversations and manage conflict</p> | <p>Interest and gifting in manual tasks such as gardening or furniture repair</p> |
| <p>PERSONAL / CHARACTER</p> | <p>Demonstrate a commitment to the ethos, vision and values of Storehouse Belfast.</p> <p>Demonstrate the ability to see significance in every individual regardless of their story or circumstances</p> <p>Life-long learner, able to lead yourself and eager to improve your skills and strengths, both personally and within your role.</p> <p>You will be working within a staff team environment and will therefore show a high degree of relational and emotional intelligence, contributing to the team as a whole and being responsive to correction and direction from outside your role.</p> | |