

## VACANCY

### Fashion Product Assessor

**Department:** Warehouse, Hemlock way

**Reports to:** Stock Liaison Supervisor / Warehouse and Production Manager

**Direct Reports:** None

**Designation:** Permanent - Non Post Holder (6)

**Salary:** £7.98 per hour

**Benefits / Equipment:** 21 days holiday plus 7 Bank Holidays (224 hours)  
Access to Newlife Pension Scheme  
Staff discount from 12 weeks  
Access to Childcare Voucher Scheme  
Health Cash Plan at level 1 upon completion of probationary period  
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**Hours:** 16 hours per week – Thursday and Friday 8:30am – 5pm with overtime during busy periods

#### **About Newlife:**

Newlife's mission is to save and the change the lives of disabled and terminally ill children, across the UK.

We have over 25years of success and we continue to help these children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Funding child health research
- Taking action to campaign for change
- Operating a 'training into work' opportunity for disabled adults
- Protecting the environment

You can find out more about Newlife the Charity for Disabled Children by visiting our website:  
[www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

#### **Post Summary:**

Making sure we get the maximum return on all items donated to Newlife is important in ensuring that we can support disabled children and their families across the UK.

Working as part of a team this role has the responsibility for the evaluation of donated stock items to decide if the item should be recycled or re-sold and where it can be re-sold at what price point.

The role requires good communication skills, the ability to use initiative and the ability to work at a fast and accurate pace to ensure targets are met and stock is assessed correctly every time.

If you feel you have the essential (must have) requirements and can also demonstrate a significant number of points from the desired (could have) requirements shown, please apply.

## **Essential Requirements:**

- An awareness of current trends in areas relevant to the job role such as fashion and homewares
- An excellent appreciation of market values in relation to fashion and homeware
- Confident and clear communication skills
- Ability to work on own initiative and as part of a team.
- A good work ethic, targets have to be achieved, so we can be profitable and achieve our aims.
- Ability to make decisions so that you can review an item and assess it for 'saleability' based on safety of garment, product defects, seasonality and potential value to customer.
- Good, basic numeracy and literacy skills
- The ability to carry out lifting of boxes, plastic euro and other similar crates and move roll cages from time to time, you will be given training on this
- Ability to work overtime during busy periods

## **Desirable Requirements:**

- Previous warehouse experience or experience in a similar processing environment, although this is not essential to the role.
- A background that can provide skills relevant to this role, e.g. experience working in retail or a qualification related to fashion may be an advantage for this position.

## **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Loading of stock onto the assessing bench ready to be processed.
- Assessing suitability of items for sale through accurate evaluation of garment safety, product defects, seasonality and potential value to customer in accordance with the training you are given.
- Evaluating multi-range stock, box and pass to Stock Evaluation Assistant for implementation of the appropriate processing procedure.
- Implementing the appropriate recycling process where an item is 'unsaleable' in line with training provided.
- Making assessment of the garment selling price and accurately passing to 'the Processing Bench' for the de-labelling/pricing process.
- Accurately logging the number of cages processed through the assessing bench and logging cages for recycling.
- Correctly 'disposing of contaminated stock' in appropriate yellow bags.
- Ensuring a good mixture of stock is processed to support the needs of the sales floor.
- Using your initiative and appreciation of market values in relation to fashion (including clothing/footwear) to ensure sale prices are appropriate according to each garment processed.

## **Additional Responsibilities / Expectations:**

- Work in accordance with all internal policies and procedures.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Ability to build good appropriate relationships with people at all levels while maintaining confidentiality and respect of your colleagues.
- Any other duties as required from time to time.

## **Notes:**

All offers of employment will be made subject to satisfactory references being received.

All Newlife roles are subject to a 6 months probationary period.

## **Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better
- People at our heart-every day

**Interested?** Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what the current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:** Submit a Newlife application Form which is available from our website or by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, via email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or via the post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

**Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales

