

## VACANCY

### Homeware Assessor & Processor

**Department:** Warehouse – Bridgtown

**Reports to:** Warehouse & Production Supervisor

**Direct Reports:** None

**Designation:** Temporary 3 months, Non Post Holder (6)

**Salary:** £7.98 per hour

**Hours:** 40 hours per week – Monday to Friday 8:30am – 5pm

**Benefits / Equipment:** 21 days holiday plus 7 Bank Holidays  
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  
Lanyard

#### **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:**

Working in our busy Bridgtown warehouse this post offers you the chance to be part of a rewarding not for profit organisation that helps to change the lives of children and families across the UK.

The role may suit someone with previous general warehouse experience; however it is not essential to have this specific experience and we will consider those who have relevant transferable skills, such as attention to detail, team work and the ability to work quickly to help achieve group targets. Holding a PAT testing qualification would also be an advantage for this post.

Lead by the Warehouse & Production Supervisor, you will assess and process donated home and hardware stock by checking that it is in good working order and appropriate for re-sale (testing or passing for testing where necessary). You will also de-brand items by removing original brand labels according to our donor's instructions, and apply appropriate Newlife price labels to items ready for them to be sold in our stores.

Please note that you will work at processing benches in a warehouse environment, which normally requires standing.

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:**

- Good numeracy and literacy skills
- Good communication skills.
- Ability to apply skills and knowledge to the products being handled.
- Ability to make decisions so that you can review an item and assess it for 'saleability' based on safety, product defects and potential value to customer.
- Ability to be precise and detailed in your work as accuracy is very important.
- Motivation and ability to work on your own initiative but also be able to work as part of a team.
- A good work ethic with the ability to achieve targets, so we can be profitable and achieve our aims.
- The ability to carry out lifting of boxes, plastic euro and other similar crates and move roll cages, you will be given training on this

### **Desirable Requirements:**

- Previous warehouse experience or experience in a similar processing environment, although this is not essential to the role as long as you can demonstrate other transferable skills relevant to the role.
- PAT testing qualification (you must be able to produce evidence of this qualification)
- Health and Safety knowledge.
- Prior experience of working for a not for profit organisation.

### **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Assessing suitability of items for sale through accurate evaluation of item safety, product defects and potential value to customer in accordance with the training you are given.
- Implementing the appropriate recycling process where an item is 'unsaleable' in line with training provided.
- Ensuring legal requirements on all products are met: CE marks, fire labels, instructions etc.
- Ensuring all products are tested to company policy standards and legal requirements either through own actions if qualified or by passing item to a trained tester.
- Remove all branding on items in line with donor requirements / instructions and training.
- Compacting all rubbish produced throughout the day as required on an 'as and when basis'.
- Ensuring all items for dispatch are stored in correct area e.g. scrap metal, stock for main site, waste.
- Ensuring Health and Safety standards are maintained.
- Keeping your workstation clean, tidy and safe.
- Unloading/loading of deliveries to support the wider warehouse operations 'on an as and when basis'.
- Safely moving roll cages as required in order to support the processing as required.

### **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

