

**VACANCY**  
**Product Preparation Assistants**  
**- Premium Products**  
**Full and Part Time**

**Department:** Production Centre – Lakeside Bridgetown, Cannock

**Reports to:** Site Production Manager

**Direct Reports:** None

**Designation:** Temporary 3 months (7)

**Salary:** National Minimum Wage

**Hours:** Full and part time roles available, to be worked within site operating hours of 8.15am and 4.45pm.

Please state preferred hours and days available, in application.

**Benefits / Equipment:** 21 days holiday plus 7 Bank Holidays  
Access to Newlife Pension Scheme  
Staff discount from 12 weeks  
Health Cash Plan at level 1 upon completion of three years' service  
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 25 years 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

In our staff survey, 100% of staff believe that Newlife helps change the lives of those who we support with 89% of staff stating that they feel proud to work for Newlife and 88% of staff stating that they get personal satisfaction from working for Newlife.

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). Find out more about what our staff say about working for Newlife by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**Post Summary:**

Newlife receives donations of fashion from major retailers in the UK and Europe. Many of these products are in our premium 'gold and silver' range. These require an extra level of detailed preparation, unpicking and removing certain branding, before we can send them to our retail stores.

This work is now to be carried out in a new location/operation and will be a mainly seated operation. The location space is a pleasant air conditioned/heated environment. You will need excellent dexterity and ability to work carefully and in fine detail, to remove branding without damaging fabrics. Experience of working with fabrics, sewing, etc. would be very useful, but not essential.

The demand for this stock is high, so if you like to be busy and want great job satisfaction, this may well be just the job for you.

If you feel you have the 'Essential Requirements', shown below, please apply.

**Essential Requirements:**

- Personal skills or employment experience, in handling fine and detailed products to a high standard, using precise hand dexterity.
- The ability to learn and apply training and to work from a set of instructions based on what each brand requires.
- Good communication skills.
- Reasonable numeracy and literacy skills.
- Motivation and ability to work on your own initiative, but also be able to work as part of a team.
- A good work ethic and great attitude to work.
- The ability to move lightweight products to work on, and roll a stock cage, as required. You will be given training on this.

**Desirable Requirements:**

- Previous experience in using commercial sewing machines/embroidery machine or heat transfer work.

**Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Removing all branding on items in line with donor requirements/instructions and training.
- Removal of intricate garment details such as external branding or over locking.
- Attaching price tickets/stickers, in relevant size, to items in line with company procedures and training.
- Tidily hanging garments on appropriate hangers and hanging on relevant rail.
- Working quickly and efficiently to hit group/team targets.
- Keeping your workstation clean, tidy and safe.
- Safely moving stock and roll cages as required, in order to support the processing.

**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.
- Willingness to work in line with our values.
- 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

