

## VACANCY Product Reviewer

<b>Department</b>	Warehouse – Lakeside	<b>Reporting to</b>	Multi-Site Manager
<b>Salary</b>	£7.75 per hour	<b>Direct Reports</b>	None
<b>Hours</b>	40 hours per week – Monday to Friday 8:15am – 4:45pm (with overtime during busy periods)	<b>Designation</b>	Permanent - Non Post Holder (6)
<b>Benefits</b>	<ul style="list-style-type: none"> <li>➤ 224 hours holiday inc Bank Holidays</li> <li>➤ Access to Newlife Pension Scheme</li> <li>➤ Staff discount from 12 weeks</li> <li>➤ Access to Childcare Voucher Scheme</li> <li>➤ Health Cash Plan at level 1 upon completion of probationary period</li> </ul>		
<b>Conditions</b>	<ul style="list-style-type: none"> <li>➤ Essential criteria must be met</li> <li>➤ Appropriate, acceptable employment references must be supplied</li> <li>➤ Successful completion of 26 week probationary period</li> <li>➤ Post is subject to regular review in accordance with Company policy</li> </ul>		
<b>Equipment</b>	<ul style="list-style-type: none"> <li>➤ Lanyard/ID</li> </ul>		

### About Newlife:

Simply put, Newlife's mission is to change lives; to change the lives of those we so passionately serve. Newlife exists because there are an estimated 1 million disabled children in the UK today, many need help and support. We believe that disabled, terminally ill children and their families deserve to have:

- The vital equipment they depend on. Such equipment makes a real difference to the daily lives of disabled, terminally ill children and their families, giving them the quality of life they deserve. What's more we believe that disabled children should get this equipment when they need it which is why Newlife runs the UK's only emergency service. This service provides equipment to children who are in urgent need of equipment because they are unsafe, suffering needless pain or are terminally ill, often delivering across the UK within 72 hours. Newlife is now the UK's largest charity provider of this specialist equipment for disabled and terminally ill children.
- A trusted, confidential service that families can turn to. Newlife's free national helpline and online chat service is run by qualified nurses and supported by other dedicated healthcare professionals providing information and support when it is really needed.
- Real hope for the future. Newlife funds pioneering Medical Research at leading UK Hospitals and Universities, to identify anomalies in genes that cause birth defects, to

find new treatments and to find new techniques which may, in the future, prevent these devastating conditions from ever occurring.

- A voice. Newlife campaigns for change to get a fairer deal for families with disabled children. Many parents feel they have an uphill battle to get the support they need. Newlife helps give them a voice on important issues to overcome isolation and seek out improvements. Newlife highlights important issues and campaigns for change at both national and local government level.

Known for our commitment, integrity, passion, creativity and compassion, Newlife is the UK's leading child health and research charity. Our vision is to ensure that children with disabilities or terminal illness and their families are fully supported, have the assistance they need, have health improved and that decision makers understand and respond to their needs.

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:**

This position based at our Lakeside site (Bridgtown, Cannock), has the responsibility for providing a Returns Management Procedure (RMP) for donor companies by logging information about customer returns in to tailor made Microsoft Access databases.

All data is reported back to donor companies and therefore this post requires accurate data input as well as the ability to work to targets to ensure stock is processed in a timely manner.

The role will also involve where required testing of donated stock and '1st line' sorting of products against specific criteria. Therefore applicants must be able to closely and accurately review a wide variety of products, achieve accurate testing, enter key information accurately and speedily into a database via keyboard or scanning and perform accurate review and sorting tasks. Full training will be given.

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: You must have:**

- Good numeracy and literacy skills
- Fast and accurate keyboard skills
- Prior experience of Database inputting
- Good decision making skills
- Ability to work quickly and efficiently to targets
- Ability to work as part of a team and demonstrate good working relationships with management and team
- Ability to use initiative
- An eye for detail
- Ability to stand for long periods of time
- Ability to carry out lifting in line with Manual handling training
- Ability to move boxes, crates and equipment in line with Health and Safety training
- Flexibility and willingness to work additional hours as required

### **Desirable Requirements: You could have:**

- Previous data entry experience
- Previous warehouse experience

- Previous experience of working in retail in either a fashion or a homeware environment
- PAT testing qualification (you must be able to produce evidence of this qualification)

### **Primary Responsibilities:**

In respect of Newlife you will have responsibility for:

- Handling a wide range of products including fashion items, accessories, electrical and homewares
- Handling these products from their packaging into appropriate containers
- Initial sorting of products which will affect their forward usage including ensuring all garments and items are properly checked for faults and appropriate fault code logged
- Lifting and examining the products and accurately and quickly recording key information using a keyboard and computer on to databases, in line with donor specifications.
- Testing products, where required, using the relevant tools/equipment
- Liaise with the Site Manager and/or Product Review Assistant regarding stock identified as recall or none customer returns
- Log and report stores not complying with appropriate fault tag procedure or incorrect labelling of boxes
- Identify goods not suitable for re-sale where training has been provided and separate from saleable goods.
- Identifying stock 'on hold' for donors to view and boxing up separately accordingly.

### **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.
- Any other duties as required from time to time.
- 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.

### **Applications:**

Should be by completion of a Newlife Application Form, available as a free download from our website, by calling The People Team or by visiting the SuperStore in Cannock.

CVs may be attached, but we do not accept CVs alone.

### **Equal Opportunities:**

Newlife the Charity for Disabled Children is an Equal Opportunities Employer.

### **Contact Details:**

**Head Office:** Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF.  
Tel: 01543 468888.

**Email address:** [info@newlifecharity.co.uk](mailto:info@newlifecharity.co.uk)

### **Web address:**

[www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

### **Other Info:**

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

