



Post : Stores and stock distribution assistant

BASED:	Outmarsh, Semington, BA14 6JX
REPORTS TO:	Community Relationship and Volunteer Manager
KEY RELATIONSHIPS:	Finance team Community Relationship Team Fundraising team Marketing team Volunteers
LINE MANAGEMENT:	None

SUMMARY & MAIN PURPOSE OF JOB

Wiltshire Air Ambulance is a charity providing an essential Helicopter Emergency Medical Service to people living, working and travelling across Wiltshire.

Based at our airbase in Semington and working within the community relationship team, you will have direct responsibility for all the charity merchandise, keeping accurate recording of stock levels and location.

You will ensure all community and WAA events are equipped with full range of charity merchandise, event equipment including gazebos and marketing materials, shop in a box monitoring and distribution to both charity volunteers and servicing requirements of WAA events. Additionally, the seasonal Christmas card coordination project.

This role requires heavy lifting and is physically demanding. Manual handling training will be given.

A full clean driving licence is essential as you will be required to deliver event equipment as required within Wiltshire, using the charity's branded vehicle.

In busy months ad hoc additional hours will be required, so a degree of flexibility is essential.

KEY RESPONSIBILITIES



- Maintaining accurate inventory control and associated paperwork
- Receiving and processing merchandise deliveries received at the airbase
- Keeping an organised and stock room at all times
- Regular stock takes, monitoring stock levels and reporting low levels for timely procurement
- Responsible for ensuring all equipment is in good condition before going out to all events. Carry out inspection of goods returned from events, checking for damage, quantity and quality of items returned back from events
- Moving, handling and packaging duties
- Loading collections and unloading deliveries
- Receiving and issuing of stock
- Using a PC to book in stock, check emails etc
- Responsible for Christmas Card allocation, distribution, stock rotation and return of unsold cards.
- Issuing goods received notes accurately and promptly
- To drive the events van in a safe and responsible manner to deliver shop in the box to events and volunteers as required needed
- Assisting with administration of static tins and collection buckets for events
- Maintaining excellent customer service at all times with supporters and members of the public

Security and Health and Safety

Health & Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health & Safety at Work Act are complied with, safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

- Be aware of WAA security procedures and that all policies are correctly followed at all times
- Comply with WAA Health and Safety policies and instructions
- Ensure manual handling guidelines are followed

Working with others

- Be willing to work additional hours when required by the charity
- Travel to meetings and training sessions at Wiltshire Air Ambulance airbase in Semington as required
- Participate in training, development and appraisal meetings
- Keep abreast of WAA fundraising activities
- Build and develop positive internal and external relationships to ensure maximum income for the charity
- Correctly direct relevant outside enquiries to the charity office when appropriate
- To fulfil agreed additional duties as are deemed necessary



Hours of Work: 16 hours per week, to be worked over 5 days Monday - Friday
Remuneration: £9.50 per hour (FTE £18,525.00)

Range of benefits including generous pension scheme and membership to Blue Light Card which offers substantial lifestyle discounts.

Free secure onsite parking. Brand new purpose built offices in a rural location where people are the focus of our charity.

Generous mileage allowance.

20 days leave plus bank holidays rising to 25 plus bank holidays after 1 year of service (Pro rata).

For further information on Wiltshire Air Ambulance please visit <https://www.wiltshireairambulance.co.uk/>

The closing date for applications is midnight on Friday 27 March 2020.

Due to the high volume of applications expected, you will only be contacted if your application is shortlisted. If you do not hear from us within one week of the closing date of the advertisement, then please assume that your application has been unsuccessful.

Interviews for this role will take place on Thursday 2 April 2020

Wiltshire Air Ambulance is committed to creating and sustaining a fully inclusive culture. We welcome applicants from all backgrounds and communities.

Any offer of employment with Wiltshire Air Ambulance will be subject to a satisfactory disclosure report from the Disclosure and Barring Service (DBS) in line with Rehabilitation of Offenders Act 1974

If you think you've got what it takes to join our small friendly team in Semington, will enjoy working as part of a team and alongside volunteers we would love to hear from you, please email your CV and a covering letter to hello@wiltshireairambulance.co.uk

This job description is subject to review and alteration in light of future change or developments

