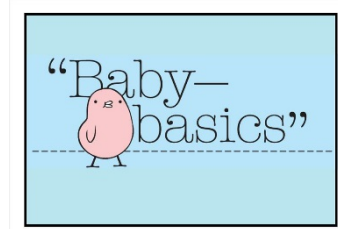


## Job Description

**TITLE: Baby Basics UK Warehouse Operative (16 hrs Part Time)  
(2 positions available)**



### OVERVIEW:

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The Baby Basics Warehouse Operative will support the two Project Co Ordinators who manage our National Distribution project and the Safe Space to Sleep Project in the physical and logistical elements of our work. As well as the physical support in the movement of stock, you will support good stock management, support the volunteer team & the delivery of items around South Yorkshire.

This role requires strong physical ability, good communication, good English language skills, a full driving license and the skills to work in a focused team. There may be the occasional lone working.

The post holder will be line managed by the Baby Basics Project Co - Ordinator.

We encourage diversity within our organisation and therefore welcome applicants from all backgrounds, faiths & cultures.

### KEY SKILLS:

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- Some knowledge of Baby Basics operations across UK and willingness to learn more.
- A full driving license
- Physical ability of extensive manual handling (equipment & training provided)
- Good English communication skills
- Good Computer skills.
  
- Strong interpersonal skills
  
- Good organisation and time management skills.
- Ability to work as part of a team.
  
- Willingness to work flexibly on occasions.
- Previous experience in a warehouse environment an advantage.

### PERSONAL ATTRIBUTES

- Support the Christian values of Baby Basics UK
  
- Ability to work both on own initiative and as part of a team.
- Ability to work under pressure and to deadlines.
  
- Honesty and integrity.
  
- Dedication and commitment.
  
- Value all the people who come into contact with or work in Baby Basics.

## **SPECIFIC DUTIES & RESPONSIBILITIES:**

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### ***General***

#### **To support the work of the Baby Basics UK National Warehouse**

- ◆ Support the two project coordinators in the delivery of our warehouse projects.
- ◆ Support in the physical logistical elements of the work of the National Warehouse
- ◆ Support Project Co Ordinator in delivery of items to partner baby banks across South Yorkshire by electric van.
- ◆ Support with ensuring accurate stock management
- ◆ Support with ensuring good health & safety and manual handling practices are adhered.
- ◆ Work as an integral part of the National Warehouse team which includes staff & volunteers.
- ◆ Support the project coordinators in delivery processes in and out of the warehouse.

**Hours:** 16 hours per week

Operative 1 : Mon 8-1.30, Tue 8-2, Wed 8-2, includes 30 min unpaid lunch break  
flexibility to work Fri am once a month

Operative 2: Tue 10-4, Wed 10-4, Thur 8-1.30, includes 30 min unpaid lunch break  
flexibility to work Fri am once a month

**Holiday:** 25 days plus Bank Holidays pro rata

**Pay:** £12.60 per hour (7% pension contribution)

### **To apply**

Please send CV & Covering letter explaining how you are the right person for this role to  
[cat.ross@baby-basics.org.uk](mailto:cat.ross@baby-basics.org.uk)

Any application sent without a covering letter will not be considered.

### **Closing Date for Applications**

27<sup>th</sup> December 2024

### **Interview Date**

10<sup>th</sup> January 2025.