

Warehouse Retail Stock Coordinator

Job Description



Job Title: Warehouse Retail Stock Coordinator

Grade: Agenda for Change, Band 4 £26,530 to £29,114

Reports to: Retail Manager

Responsible to: Director of Income Generation and Communications

Hours of work: 37.5 hours per week

Location: Foyle Hospice Outlet, Pennyburn Industrial Estate, Derry

Please note Foyle Hospice terms and conditions vary from Agenda for Change.

Job Purpose/Summary

We seek a Retail Coordinator to manage sorting, storing, and distributing donated goods across our hospice charity shops. This role is vital in ensuring our retail locations are well-stocked with quality items while maximising revenue to support our hospice services.

Key Duties & Responsibilities

- Coordinate the transportation of donated goods to and from the Foyle Hospice charity shops.
- Ensure a balanced and effective distribution of goods based on shop needs and sales trends.
- Sort and assess donations, ensuring only high-quality items reach our stores.
- Price donated goods according to Hospice standards.
- Replenish stock by replacing sold items with available merchandise to ensure steady availability of sellable products.
- Oversee storage facilities, maintaining a clean and organised stockroom ensuring a safe environment for staff members, volunteers and customers.

- Work with shop staff and volunteers to streamline donation processing and movement.
- Ensure electrical goods for resale are safely managed following electrical safety guidelines.
- Ensure a safe environment that protects staff members, volunteers and the general public.
- Adhere to health and safety regulations, including manual handling and waste management policies.
- Assist with donation collections and provide excellent customer service when interacting with donors.
- Keep records as required.

General

- Be available to work in all Foyle Hospice Shops
- Be able to prioritise and manage workload effectively.
- Attend staff meetings at Foyle Hospice Fundraising Centre.
- Participate in performance reviews and identify learning needs with manager.
- Adhere to Foyle Hospice policies and procedures.
- Undertake any other duties as assigned by your line manager.

This Job Description is not exhaustive. It is a guide and may be amended at any time to meet the changing needs and/or requirements of the organisation, subject to discussion with the post holder.

ADDITIONAL INFORMATION FOR EMPLOYEES

Conduct

Employees must at all times abide by Foyle Hospice policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

Performance

Employees are expected to demonstrate commitment to the Hospice by ensuring regular attendance at work and efficient completion of duties.

Risk Management

Employees must ensure that they comply with any risk management responsibilities specific to their post.

Governance

Foyle Hospice is committed to the development and implementation of systems under governance to ensure continuous improvement in the quality of services provided.

Employees will be expected to be pro-active, co-operate and work with these systems.

Confidentiality

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person. Social media policy must be adhered to at all times.

Equality and Human Rights

Employees must ensure that equality and human rights issues are addressed within the post holder's area of responsibility.

Health and Safety

Employees should note that under Health & Safety at Work Legislation they are required to take all reasonable steps while at work to ensure their own health and safety and the health and safety of those who may be affected by their acts or omissions at work.

Smoking, Alcohol & Health

Foyle Hospice operates policies on smoking, alcohol and health.

Environmental Cleanliness

Foyle Hospice promotes a culture of cleanliness and has adopted a partnership and collaborative approach that recognises cleanliness as the responsibility of everyone, cascading throughout every level of the organisation.

Infection Prevention & Control

Foyle Hospice operates policies to prevent healthcare-associated infections and the post holder is required to comply with all infection prevention policies, guidelines, protocols and procedures.

Access NI Disclosure – Foyle Hospice operates in line with the Access NI Code of Practice. Further details can be obtained from www.accessni.gov.uk.

We are an Equal Opportunity Employee



Foyle Hospice

Person Specification

Job Title : Warehouse Retail Stock Coordinator

Criteria	Essential	Desirable	METHOD OF ASSESSMENT
Experience & Knowledge	<ul style="list-style-type: none"> Full clean driving license. (Must be 25 years or older to drive a Hospice vehicle.) 2 years' warehouse experience. 	<ul style="list-style-type: none"> Knowledge of second-hand goods, including pricing and quality assessment. Experience in a charity shop environment 	<ul style="list-style-type: none"> Application Form Application Form
Skills / Abilities	<ul style="list-style-type: none"> Strong organisational and time management skills. Ability to lift and move donations safely (manual handling training provided). Excellent communication and teamwork skills. A proactive and problem-solving mindset. Basic IT skills for inventory tracking and communication. 		<ul style="list-style-type: none"> Interview Interview Interview Interview Application Form

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities. Post will be subject to references.