

Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

ROLE	Warehouse Operative – Bolton Head Office
STATUS	Full-time
HOURS	37.5 hours per week
RESPONSIBLE TO	Logistics Manager
SALARY	National Minimum Wage

THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world, and also ensuring that the rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability, and as such the charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

THE ROLE

Ummah Welfare Trust is looking for an enthusiastic, hard-working warehouse staff member to support the charity's Relief Container Programme. You will help ensure that warehouse processes run smoothly and that donations are prepared for despatch.

MAIN DUTIES

- Ensure efficient loading and unloading of donated goods from vehicles into and from the warehouse.
- Loading/unloading of all stock and moving it around the warehouse.
- Prepare goods for the container
- Respond to and deal with customer communication by email and telephone.
- Keep stock control systems up to date and make sure inventories are accurate.
- Maintain standards of health and safety, hygiene and security in the work environment.
- At all times maintain a high standard of housekeeping in the warehouse as well as its surroundings including any storage areas.
- Ensuring recycling banks are emptied when instructed as well as keeping areas in the vicinity of these and other banks clean and safe.
- Undertake other ad hoc duties as commensurate with the role

PERSON SPECIFICATION

<i>CATEGORY</i>	<i>CRITERIA</i>	<i>REQUIREMENT</i>
Qualifications	Valid forklift license	Desirable
Experience	Experience in driving a van	Essential
	Grading/sorting experience	Desirable
Skills /Abilities	Ability to manoeuvre stock by hand and lift heavy loads for sustained periods	Essential
	Capable of dealing with high volume of stock and warehouse operations	Essential
	Ability to work under pressure and to tight deadlines during busy periods	Essential
	Excellent communication skills and able to work well in a team	Essential
	Basic skills in Microsoft Office packages – especially Excel	Essential
	Take pride in delivering an excellent service	Essential
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	Occasionally adapt working hours to meet the requirements of the organisation	Essential
	Hold a valid UK driving license	Essential
	Residing in Bolton or the nearby North West region	Desirable

This post is subject to a Disclosure and Barring Service (DBS) check.

The **closing date for applications is 16th June 2023**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role please contact: 01204 661049