

Job Description

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



Reg. Charity No. 1000851

ROLE	Sorting Operative
STATUS	Full-time/Permanent (based at in Bradford)
HOURS	37.5 hours/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

We are seeking reliable and hardworking individuals to join our team as Used Clothing Sorting Operatives. The role involves sorting donated clothing and textiles to identify items suitable for resale in our charity shops and online resale platforms, helping to support our charitable mission and promote reuse and sustainability.

MAIN DUTIES

- Sort through donated used clothing and textiles efficiently and accurately
- Identify and separate sellable items from non-sellable or recyclable goods
- Recognise clothing and accessories with potential value for online resale platforms such as Vinted, eBay, Depop, and similar marketplaces
- Handle, lift, and manoeuvre bags, boxes, and containers of donated goods
- Record basic details and data related to stock, quality, or volumes processed
- Work cooperatively as part of a team to meet daily and weekly targets
- Maintain a clean, safe, and organised working environment
- Follow health and safety procedures at all times

PERSON SPECIFICATION

<i>CATEGORY</i>	<i>CRITERIA</i>	<i>REQUIREMENT</i>
Experience	Previous experience in warehouse work, logistics, or the used clothing/recycling industry	Desirable
	Forklift truck licence	Desirable
	Familiarity with online resale platforms (e.g. Vinted, eBay, Depop)	Desirable
Skills /Abilities	Ability to manoeuvre stock by hand and lift heavy loads for sustained periods	Essential
	Hardworking, reliable, and able to work at a consistent pace	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
	Take pride in delivering an excellent service	Essential
	Basic ability to record information accurately and maintain simple records	Essential
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	Previous experience in warehouse work, logistics, or the used clothing/recycling industry	Desirable
	Occasionally adapt working hours to meet the requirements of the organisation	Essential
	Hold a valid UK driving license	Desirable
	Residing in Bradford or in the nearby regions	Desirable

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

The **closing date for applications is 1st June, 2026**, 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