



JOB DESCRIPTION and PERSON SPECIFICATION

1. JOB IDENTIFICATION

Job Title: Depute Logistics, Transport and Warehouse Manager

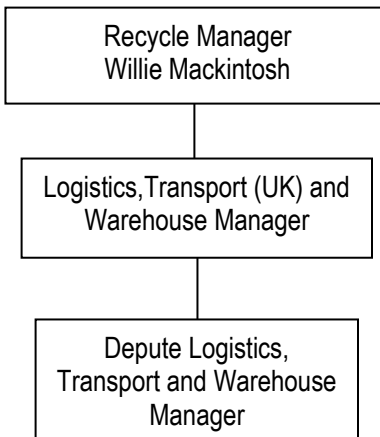
Department: Operations (Warehouse)

Place of Work: Head Office Deephaven

2. JOB PURPOSE

Responsibility for all aspects of Blythwood (UK) vehicles, arranging local collections/deliveries and other vehicle movements.

3. ORGANISATIONAL POSITION



4. ORGANISATIONAL OBJECTIVES

Based in the Highlands of Scotland, Blythwood Care is transforming the lives of children and adults in Europe, Africa and Asia. Education is one primary goal, giving disadvantaged children and young people the opportunity to fulfil their potential. Community is another, with projects that extend help to people marginalised by poverty or prejudice.

Both are practical expressions of the Christian beliefs which have motivated this organisation for more than 50 years. Blythwood shares the gospel at every opportunity, believing that it is for everyone – *For God so loved the world, that he gave his only son, that whoever believes in him should not perish but have eternal life.* (John 3:16) Blythwood assists Christians and non-Christians alike, believing that everyone is precious in God's sight.

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Job Related

- Overseeing and arranging as required the efficient collection of all donated items coming to us through Blythwood Systems (currently Cybertill System and including Gift Aid) and the delivery of items sold from shops as required. Making recommendations for improvement
- Arranging all aspects of vehicle maintenance, licensing, hiring, insurance and statutory MOT regulations in the Blythwood fleet throughout the UK
- Ensuring all Blythwood UK vehicles meet the statutory regulatory requirements that are current and being aware of on-going changes to driving legislation e.g. CPC
- Assisting and at times Deputising for the Logistics, Transport and Warehouse Manager
- Educating and encouraging drivers to drive safely and considerately e.g. by issuing and updating the Blythwood Driver's Handbook, arranging that vehicles have a winter driving kit etc. organising and delivering training where appropriate
- Producing a monthly transport cost report. Dealing with suppliers for best price/service
- Researching information on and advising on the purchase/lease/hire of vehicles and trailers
- Ensuring all Blythwood vehicles are kept clean and particularly meet the requirements of Contract Hire vehicle owners
- Recording and storing all transport and vehicle data and making it available for review
- Assisting in the planning of vehicle and stock movements relevant to Deephaven to/from any part of the UK
- Driving all classes of vehicle up to HGV 1 e.g. for deliveries and collections
- Handling enquiries from the Public
- Monitoring invoices against orders for upkeep, maintenance and repairs of vehicles
- Minimising waste and maximise reuse and recycle at all times.

Staff Related

- Co-operating with colleagues, supervisors and management in order to get the work done safely and on time

Standard

- Maintaining good housekeeping within your work area
- Reporting problems, issues, accidents or incidents to your Manager
- Suggesting ways to improve the Health and Safety, or quality of work with which you are involved
- Identifying training needs to your manager
- Maintaining Health and Safety regulations and, by the Organisation's Health and Safety policy, ensuring that the area in which you are working is safe for yourself, for other workers and visitors to the warehouse.

6a. EQUIPMENT AND MACHINERY

In the course of your job you may be using

- fork lift
- pallet trucks
- pallet wrapper
- organisation vehicles
- warehouse equipment
- office equipment and stationery
- computer
- printer / scanner
- photocopier
- telephones

6b. SYSTEMS

- Computer
- Collection Database
- Telephone

7. ASSIGNMENT AND REVIEW OF WORK

- Work under supervision of the Logistics, Transport and Warehouse Manager
- Annual Performance Review
- Regular team meetings

8. COMMUNICATIONS AND RELATIONSHIPS

Within the Organisation

- Head of Operations
- Recycle Manager
- Logistics, Transport and Warehouse Manager
- Head Office Warehouse and Administration Staff
- Blythswood Volunteers

Outwith Blythswood

- The general public
- Suppliers
- Recyclers (in relation to transport)
- Driver Hire
- Hauliers
- Local Government Departments

At all times present a professional image to the public, corporate contacts, clients, volunteers and other employees.

PERSON SPECIFICATION

Training is provided and ongoing in all aspects of the position.

9. QUALIFICATIONS

Essential	Vehicle Maintenance e.g. MOT requirements Driving licence Computer Literacy – Excel, Word and Outlook Manual Handling Fork Lift Certificate
Preferred	HGV Licence

10. EXPERIENCE/COMPETENCE	
Essential	Proven Management and Supervisory role Efficiency in Microsoft suite e.g. Excel Database updating Ordering goods from suppliers e.g.vehicle hire Stock control Truck loading/unloading Palletising Operating Fork lift and specialised machinery to performance requirements Maintaining safety of high risk goods
Preferred	
11. SKILLS/KNOWLEDGE	
Essential	Knowledge of the statutory vehicle regulatory framework Ability to work independently and as part of a team Good communicating and liaising skills e.g. liaising with public in a customer-focused manner Health and Safety Awareness Leadership and motivational skills
Preferred	
12. OTHER REQUIREMENTS	
Empathy with the Christian ethos of Blythswood Care Exceptional ability to relate to and develop constructive relationships with people from all backgrounds Ability to inspire, motivate and instruct others Ability to remain focussed under pressure Progressive attitude to learning and an ongoing willingness to adapt and change in line with the evolving nature of the organisation Scrupulous personal hygiene and professional appearance	

The list of main tasks, responsibilities and duties in Section 5 is not intended to be exhaustive. It highlights major tasks of the post. It may be necessary for the Depute Logistics, Transport and Warehouse Manager to undertake additional duties which might reasonably be expected within the post and which form part of the function of the post.

All Job Descriptions will be subject to review on an annual basis or as a result of

- A change of strategic management
- Changing team/operational requirements
- Agreed staff development and appraisal needs and objects

13. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Name (please print):

Date:

Job Holder's Signature:

Line Manager's Name (please print):

Date:

Line Manager's Signature: