



BLYTHSWOOD JOB DESCRIPTION and PERSON SPECIFICATION

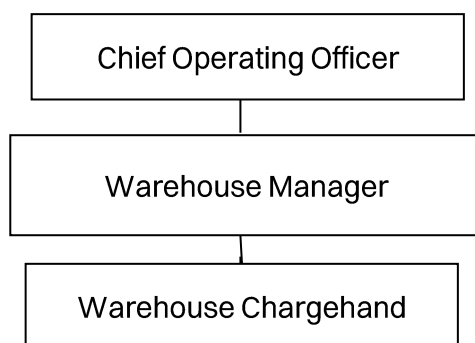
1. JOB IDENTIFICATION

Job Title: Warehouse Chargehand
Reports to: Warehouse Manager
Place of Work: Deephaven

2. JOB PURPOSE

To support the efficient and safe operation of the Deephaven warehouse by supervising day-to-day activities, coordinating the handling, storage and dispatch of goods, and ensuring high standards of safety, organisation, and teamwork are maintained.

3. ORGANISATIONAL POSITION



4. BLYTHSWOOD'S VISION AND MISSION

Our Vision

To see people's lives being changed **for good** and **forever** as they are released from poverty, trauma and exploitation, and receive eternal life through the saving power of Jesus Christ.

Our Mission

To show God's love, and offer the compassion, relief and hope that can change lives **for good and forever**.

- We bring good into times of crisis and extreme poverty through acts of kindness and the provision of immediate relief.
- We help people to change their longer-term futures for good through education and rehabilitation.
- In all our work, we seek to tell people of God's love in sending his only Son, Jesus, so that those who believe in him might not perish but have everlasting life (John 3:16). This is the good news that can change lives forever.

We believe we can have the greatest impact for good by reaching out to people who are experiencing the greatest disadvantage. Working with local partners who understand the needs of their communities, we have opportunities to serve people in parts of Eastern Europe, Asia and Africa.

5. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Job-Related

Operational Management

1. Oversee daily warehouse operations, including loading and unloading of vehicles and trailers
2. Coordinate the preparation and dispatch of goods for recycling, the Shoebox Appeal, and delivery
3. Support and maintain efficient storage systems across the warehouse and yard
4. Ensure the warehouse and yard are organised, safe, and efficient

Logistics & Stock Control

5. Monitor and report stock levels, particularly recycling materials
6. Assist in planning loads, manifests, and delivery schedules
7. Support furniture collections and deliveries as required
8. Arrange waste and recycling skip exchanges and ensure effective waste management

Team Leadership

9. Oversee and support staff and volunteers in daily tasks
10. Allocate work to ensure tasks are completed safely and efficiently
11. Lead by example and promote a positive, cooperative team environment
12. Support training and development of staff and volunteers

Health, Safety & Compliance

13. Ensure compliance with health and safety policies and safe working practices
14. Maintain a safe working environment, including yard safety and gritting when required
15. Report hazards, incidents, and maintenance issues, liaising with the Health & Safety Officer as required

Facilities & Equipment

16. Ensure vehicles are clean and meet required standards and maintain a clean, tidy, and organised warehouse and yard

Operational Support

18. Deputise for the Warehouse Manager or Logistics and Operations Coordinator as required
19. Provide general operational and administrative support to maintain efficiency

Staff-Related

20. Work cooperatively with colleagues and follow organisational procedures, always upholding the Christian ethos of Blythswood Care

Standards

21. Maintain high standards of housekeeping and workplace safety and contribute to continuous improvement and report issues or concerns promptly
22. Identify and communicate training and development needs

The above is not an exhaustive list of duties and you will be expected to perform different tasks as required by your changing role within the organisation and the overall business objectives of the organisation.

6. COMMUNICATIONS AND RELATIONSHIPS

Within the Organisation

- Chief Operating Officer
- Warehouse Manager
- Transport & Logistics Coordinator
- Recycling Development Manager
- Head Office, Warehouse and Administration Staff
- Blythswood staff and volunteers

Outwith the Organisation

- Customers
- Suppliers
- Recyclers
- Hauliers

7. PERSON SPECIFICATION

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential	<ol style="list-style-type: none">1. Proven experience in a warehouse or logistics environment, including supervisory responsibility2. Valid driving licence3. Forklift certification4. Experience in loading/unloading vehicles, palletising, and stock handling5. Strong understanding of health and safety practices in a warehouse environment6. Ability to organise workloads, prioritise tasks, and meet deadlines7. Good communication and interpersonal skills, including working with volunteers and the public8. Basic IT skills (e.g. Microsoft Excel and Word)9. Experience of manual handling and physically able to undertake such tasks safely10. Ability to work independently and as part of a team
Preferred	<ol style="list-style-type: none">1. HGV licence2. Experience working in a charity or volunteer-led environment

OTHER REQUIREMENTS & KEY SKILLS AND BEHAVIOURS

1. Empathy with the Christian ethos of Blythswood
2. Commitment to safeguarding and the welfare of vulnerable individuals, with willingness to undergo relevant checks
3. Ability to build positive and constructive relationships with people from all backgrounds
4. Strong communication and interpersonal skills
5. Ability to motivate, support, and instruct others, including staff and volunteers
6. Positive, proactive, and solution-focused approach
7. Strong organisational skills and attention to detail

- 8. Ability to prioritise tasks and work effectively under pressure
- 9. Flexible and adaptable approach, with willingness to undertake a variety of tasks
- 10. Commitment to ongoing learning and continuous improvement

Blythswood reserves the right to shortlist on the essential criteria only or on the essential and preferred criteria as identified in the Person Specification as may be appropriate.

8. JOB DESCRIPTION ACCEPTANCE AND AGREEMENT

I confirm that I have read and understood this job description and agree that it accurately reflects the responsibilities and expectations of my role at the date of signing.

All Job Descriptions are 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 objectives

Job Holder's Name (please print):

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Job Holder's Signature:

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Date:

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Manager's Name (please print):

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Manager's Signature:

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Date:

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