

Stock Team Coordinator Job Description

Overview

PURPOSE: To ensure the smooth running of the Storehouse Stores Team by building and training a strong group of volunteers. To manage the range of stock from our Donation Stations and supporters. To support the Storehouse Team Leader in the smooth day to day running of the service.

TITLE: Stores Team Coordinator

REPORTING TO: Vicky Leonard (Storehouse Team Leader)

FEES AND TERMS: Part time position. As per contract. £18,540 pro rata (equates to £11,124 pa)

LOCATION: Normal place of work would be at the Vineyard Centre, Tudor Rd, Sudbury CO10 1NP

WORKING DAYS: Mondays, Thursdays, and another day (total 22.5 hrs per week)

ACCOUNTABLE TO: The Board of Trustees at Stour Valley Vineyard Church

Attitude

- To be committed to the vision and values of Stour Valley Vineyard Church
- Geared to serving and extending the Kingdom of God as part of this vision
- A person of faith and a follower of Jesus, willing and able to disciple and pastorally care for others

Essential Skills

- Good time keeping
- Good communication skills and excellent telephone manner
- Ability to work unsupervised and to prioritise work
- Able to manage a team, to receive and follow instructions
- Good logistical skills for stock rotation and management
- Have access to a car and hold a clean driver's license

- Experience using Microsoft Office and be proficient with Word, Excel, Email and PowerPoint, familiar with Zoom and Facebook

Desirable Skills

- Physically fit and able to lift full stock trays
- Able to do community presentations
- Able to design FB post and posters

Specific Responsibilities

- Recruit, train and disciple Stores and Collection Teams. Discipleship is an important part of all Coordinator Roles at SVV because we recognise that our prime responsibility as a church is to make disciples. This is done through every area or ministry in church life, Storehouse is no exception.
- To manage staff rotas using our database system: ChurchSuite
- Coordinate Donation Stations: adding and closing them as needed in order to control the stock requirements.
- Updating the 'Need Now' lists on these Donation Stations to reflect the current stock requirements.
- To be the link person with the Supermarket Managers and to maintain good working relationships with them.
- To keep the Storehouse Face Book page up to date with stock needs and Donation Station changes in order to keep the public informed.
- To oversee Storehouse Stock management and rotation, including an annual stock take.
- To purchase stock and supplies as required
- To maintain good health and safety processes in the Stores area and to train the volunteers accordingly.
- To Coordinate the stock flow for specific events such as Christmas, Harvest and Easter.
- To record and report activity data, keeping records up to date and reporting to the Storehouse Team Leader
- To support Storehouse Team Leader and deputise on the day to day running in their absence
- To attend SVV staff and training times

This post has the potential for development to included community outreach activities such as presentations and attendance at agency meetings. Also representing Storehouse at regional and National Foodbank forums, using Zoom/Teams.

There will be a 6-month probationary period with a review after the initial 3 months.