



JOB DESCRIPTION

General Warehouse Assistant

£25,539 per annum (gross) FTE, fixed term contract until June 2026
52 weeks per year

We think this role requires 35 hours per week, but we're open to discussion about flexibility.

Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.

This role will require a DBS check.

About Little Village

Little Village makes a big difference to families with babies and young children living in poverty across London. Via our network of a baby banks we pass on loved goods from one family to another: clothes, toys and equipment so that many more babies and young children have the essential things they need to thrive.

Families either visit a Little Village hub, or items are packed with care and delivered to their home. But it doesn't stop there. We also connect families into a wider network of support, helping them to build and extend their own 'village'.

Thanks to the generous donations of loved items, precious time and money, in 2023 Little Village was able to support more than 8500 children. But the demand for help still outstripped our capacity to respond week on week. This role will play a crucial part in helping us to ensure stock is where it needs to be in order to reach more children with the things they need.

About this role

At the heart of Little Village is the regifting of pre-loved baby equipment, clothes and toys onto other families. To allow us to do that, we need a steady flow of good quality donated kit, which needs to be checked, sorted and organised within our new Wandsworth warehouse. The Wandsworth hub supports our other London hubs, stores seasonal stock and big kit (beds,





buggies and highchairs). We also direct-despatch big kit to families throughout London using couriers and volunteer drivers.

The Wandsworth hub will continue to develop the warehouse model for Little Village and we are looking for someone who is willing to get stuck in and work proactively and flexibly to help the Warehouse Team build the operation.

You'll be passionate about tackling child poverty and motivated by our values of love, solidarity, thriving and sustainability.

Reports to: Warehouse Manager

Number of direct reports: None

Purpose of role: As the General Warehouse Assistant, you will be responsible for working with the Warehouse Coordinator and the hub team to keep the warehouse operations running efficiently. A key part of your role will be loading and unloading multiple deliveries on a daily basis. You will also work alongside the Big Kit Coordinator to manage all incoming big kit (beds, buggies and highchairs).

You'll be passionate about tackling child poverty and motivated by our values of love, solidarity, thriving and sustainability.

Key Tasks and Accountabilities

Task Management:

- Receive, manage, weigh and record incoming and outgoing deliveries, working with other team members to unload and store in a safe and timely manner.
- Help with the unloading and loading of vans multiple times a day and the movement of stock within the warehouse which may include using cages, trolleys and operating pallet trolleys and pedestrian stacker. These will include heavier items, such as cot beds and large buggies, boxes and bags.
- To keep the warehouse tidy and to ensure that stock is stored in a safe and appropriate manner.
- Work with the Big Kit Coordinator to manage the big kit space, ensuring items are stored safely and the space is tidy.
- To work with the Big Kit Coordinator to clean and check big kit items for safety and quality, problem solving and carry out repairs to big kit as required.
- Help volunteer drivers load big kit and to understand the despatch schedule.
- Lifting boxes on a daily basis, containing toys, books, shoes and toiletries
- Moving large bags of clothing on a daily basis
- Moving pallets, using a trolley or stacker on a frequent basis
- Using a step ladder to access stock boxes and bags on a daily basis



- Pushing cages and buckets of stock on a daily basis
- Take rubbish / recycling to appropriate bins as required
- Be flexible with regular tasks
- To undertake any other reasonable duties which may be considered necessary by the Warehouse Manager or Warehouse Coordinator.
- To observe Little Village policies and procedures including Health and Safety

About your skills and experience

We are looking for a highly motivated person to join our team. You should have:

Essential

- Excellent communication skills.
- Work under pressure and able to prioritise
- A strong eye for detail.
- Able to work as part of a team.
- Practical – love of DIY would be useful and/or construction or mechanical experience. This is a hands-on role which will involve constructing cots, beds, buggies, etc.
- Honesty, integrity and a strong commitment to Little Village values
- Reliable and dependable with a good track record of reliability in previous posts
- Flexible and willing to take on a variety of tasks

Desirable

- Warehouse or light industry experience.
- Full clean driving licence.
- Experience (direct or indirect) of living in poverty.
- Flexibility to work occasional weekends (to receive incoming donations). This would be managed with TOIL and not overtime.

What we can offer

Salary and pension

The salary for this role is £25,539 per annum FTE (gross) fixed term contract until June 2026. If eligible, we will match your contributions by 3% on pensions.

Annual leave



You will be entitled to 25 days of annual leave plus bank holidays (these will be pro-rated to reflect your working hours if you work less than 35 hours per week). We usually give the team time off between Christmas and New Year that doesn't come off your allowance.

Hours of work

We think this role requires 35 hours per week, but we're open to discussions about flexibility. This is a 52 weeks per year contract.

Location

This role will be based at the Little Village Wandsworth site: Bay 2, Jews Row, Off Wandsworth Bridge, SW18 1TN.

Contract

This is a fixed term contract, starting as soon as possible and finishing in June 2026.

The application process

Little Village operates in London, one of the most diverse cities in the world. We are working towards a goal where our team fully reflects that diversity and difference in lived experiences and strongly encourage applications from under-represented groups including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. As part of our commitment to fairer recruitment, all applications will be assessed without names and any protected characteristics.

We want Little Village to be a place where our individual differences and contributions are truly recognised and valued. We want to support people with disabilities and are fully committed to make any reasonable adjustments so that everyone can apply to this role. We are serious about working with the right candidate to make this role work for them. To read our Equal Opportunities Policy please see [here](#).

We know everyone's lives are different and that traditional working patterns may not be quite right for you. We think this job requires 35 hours per week but if you are interested in the role but cannot commit to the hours above, we are also open to discussing the hours you are able to do.

The requisite eligibility criteria, or work visa to work in the UK are a requirement for this position and unfortunately, we are not able to offer relocation and/or sponsorship support.

Please note that this position will require a DBS check.



If you need additional support with your application or interview process, then please do let us know what you need and where we can help make this accessible.

To apply, we would like you to complete this online [this online application form](#) **9am on Tuesday 4 June 2024**. You will also need to respond to the following questions, using up to 500 words for each answer.

- What skills and experience would you highlight that are relevant to this role and our work at Little Village?
- How have you successfully juggled multiple priorities and what strategies, systems and processes have helped you to do so?
- How would colleagues and friends describe you? What are your superpowers and how are you still developing?
- Which of our four values; love, solidarity, thriving and sustainability resonates with you most and why?

You'll be able to attach an anonymised CV.

We will be looking for concrete evidence of the difference you've made in relation to the questions we've asked: this could be from our working, volunteering, community or personal life. It's your chance to show us the skills and experience you'd bring to this role.

We will also invite you to complete an [anonymous equal opportunities form](#). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. This information won't be seen by any person involved in the selection process for this post. It will enable us to monitor how we are doing against our diversity and inclusion commitments.

Applications should be completed by **9am Tuesday 4 June 2024**. Please note, applications not using the online application form and following the guidelines set out here will not be considered.

Key dates

Submission of application: 9am 4 June 2024



All applications will be assessed on the match to the experience and skills set out here. We know we are asking for a lot and we are looking for your honest appraisal of where you are already high performing and where there is room for growth.

First round interview: 13 June 2024

This will be an in-person competency-based interview with two members of the Little Village team and a short role play exercise which you do not need to prepare for. We will confirm who you'll be meeting as well as the location when this interview is arranged.

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