

PERSON SPECIFICATION

Job Title:	Operations and Logistics Manager
Reporting To:	Ealing Foodbank Manager

E = Essential, D = Desirable

1 Education & Qualifications	
A. Minimum of 5 GCSEs (or equivalent) at Grade A* to C, including Maths and English	E
B. Current and clean driving licence	D
C. Health & Safety, Food Hygiene, Manual Handling, Safeguarding	D

2 Experience	
A. Extensive experience of planning and running a warehouse or other similar logistics environment	D
B. Knowledge & experience of stock management systems	D
C. Successful management of a team of employees and/or volunteers	E
D. Experience of the charity, voluntary or not for profit sector	D

3 Skills	
A. Ability to work independently and unsupervised	E
B. Ability to lead and work as part of a team	E
C. Management and prioritisation of a variety of tasks in a busy, pressurised environment	E
D. Excellent oral and written communication skills	E
E. Good IT skills, with extensive knowledge of Microsoft Office and ability to quickly learn bespoke systems	E
F. Numerate and comfortable interpreting statistical data	E
G. Uses initiative, identifies solutions and has a focus on quality and continuous improvement	E
H. Proven interpersonal skills with ability to create a positive working environment for employees/volunteers	E
I. Empathetic, with the ability to work inclusively with a diverse range of people including those from disadvantaged, marginalised or socially excluded backgrounds	E
J. Physically fit and able to carry out manual work (lifting & manual handling required)	E
K. Honest and acts with integrity	E

4 Other Requirements	
A. Ealing Foodbank operates six days per week and therefore attendance outside of normal working hours on some weekends (Saturday only) is required. Flexibility to hours worked is therefore required.	E
B. Commitment to social justice and tackling poverty and inequality	E