

Essex Wildlife Trust

Job Description & Person Specification



Job title: Retail Distribution Coordinator

Location: Abbots Hall

Reports to: Cluster Manager (South)

Job Purpose

As the Retail Distribution Coordinator, the post holder will coordinate the distribution of retail stock and other internal post items. This will be actioned centrally from Abbots Hall to our Nature Discovery Centres across the county. The post holder is supported by a small team of volunteers, who will be their point of contact and who will deliver the stock where needed.

Key Tasks

- To compile retail orders from the Nature Discovery Centres and Abbots Hall and coordinate their distribution to any of Essex Wildlife Trust sites.
- To use the EPOS system to input goods in/out and maintain inventory control.
- To support the EPOS & Systems Administrator and Retail Buyer in ensuring all the necessary paperwork is complete and regular spot checks and annual stock takes are undertaken.
- To support the Cluster Manager (South) and Retail Buyer with any other actions that may arise to support the retail stock cover at the Nature Discovery Centres.
- To organise deliveries coming into Abbots Hall from retail wholesale suppliers, ensuring stock is delivered, correct units are received, booked in and stored.
- To aid coordination of deliveries with the volunteers for retail products and any other Essex Wildlife Trust internal post or items.
- To build professional working relationships with both internal and external stakeholders.
- To provide support with the loading and unloading of deliveries
- To ensure the Retail Unit spaces at Abbots Hall is kept tidy and organised.
- To comply with legal and Essex Wildlife Trust policies and procedures relating to health & safety, fire, and security.
- To undertake any other reasonable duties that are commensurate with the role.

Person specification

Knowledge and skills

- Good administrative, organisational and IT skills.
- Good interpersonal skills and able to work with internal and external stakeholders.
- Knowledge of warehousing or stock control (desirable).
- Experience of coordinating or working alongside volunteers (desirable)

Additional Information

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county to our visitor centres and beyond, with mileage paid for additional travel.

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

Armed Forces Covenant

We are proud to be an employer that supports the Armed Forces Covenant and are committed to supporting those who serve or have served in the Armed Forces, and their families. As part of this commitment, Armed Forces veterans who meet the minimum criteria for an advertised role will be guaranteed an interview.

Signed: _____ Date: _____

Name: _____