



Retail Distribution Coordinator

We are looking for a passionate Retail Distribution Coordinator to organise the distribution of retail stock and other internal post items. This will be actioned centrally from Abbotts Hall to our Nature Discovery centres across the County.

About Essex Wildlife Trust

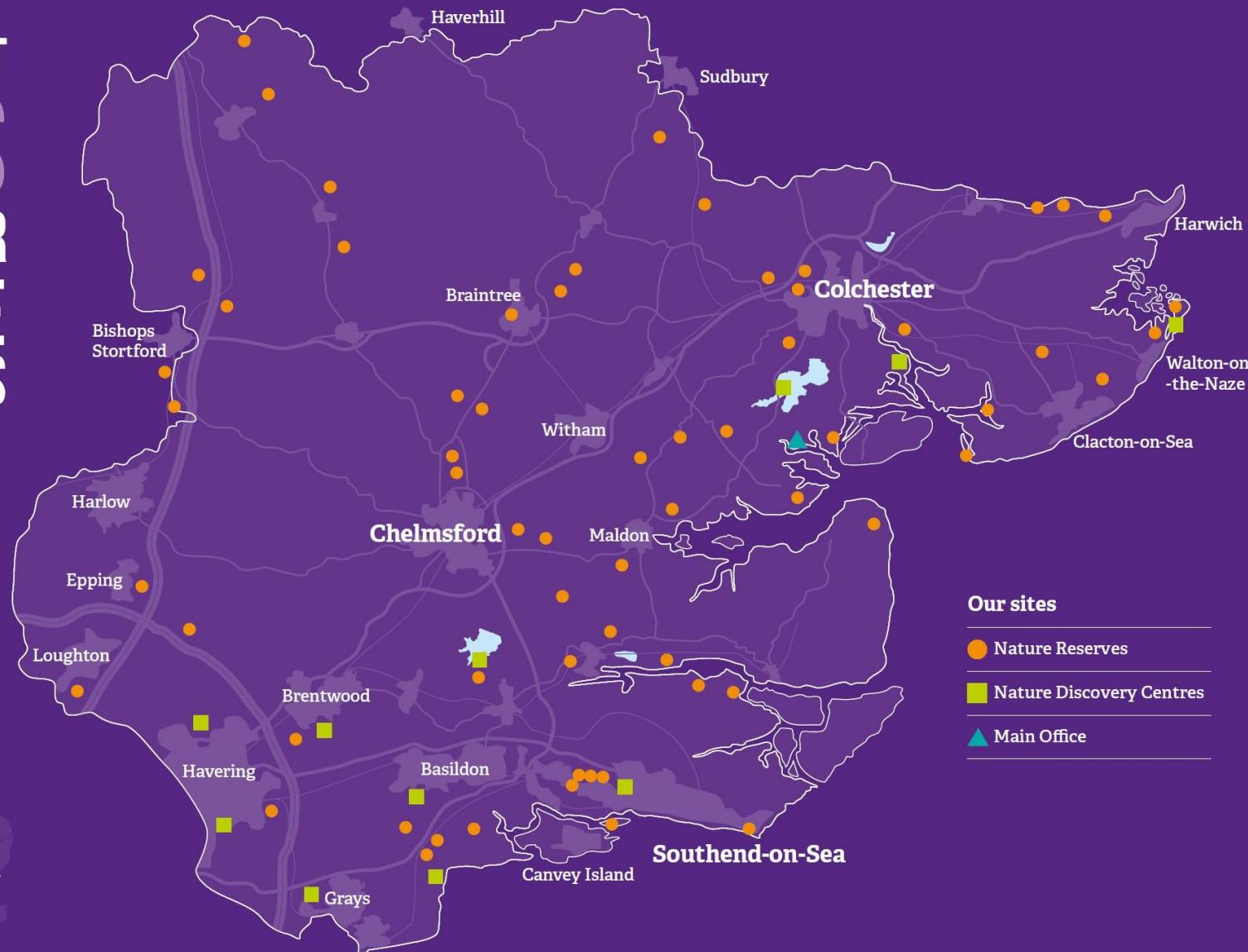
We are the County's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature and one of the largest Wildlife Trusts in the UK.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around environmental protection.

Our values are Impactful, Collaborative, United and Proactive.

Havens for nature

ESSEX WILDLIFE TRUST PROTECTS AND MANAGES OVER 100 NATURE RESERVES





The Role

Essex Wildlife Trust is a leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. We operate a network of ten visitor centres (nature discovery centres) across the county, all of which offer a variety of retail items from children's books, toys and games to selections of confectionery, local products, bird feed and boxes, binoculars, cards and home accessories.

The post holder is supported by a small team of volunteers who will deliver the stock where needed. Other responsibilities will be to use the EPOS system to input goods in/out and maintain inventory control. Supporting the EPOS team in ensuring all the necessary paperwork is complete, that regular spot checks and annual stock takes are undertaken. Supporting 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.

Organise deliveries with retail wholesale suppliers, ensuring stock is delivered, correct units are received, booked in and stored. To provide support with the loading and unloading of deliveries.



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Job Description

- 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 Abbotts 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.

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.

Person Specification

- 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)

For more information about our nature discovery centres, please visit essexwt.org.uk/visit/centres.

For an informal discussion about the role, please contact jobs@essexwt.org.uk.



Terms

The position is a permanent position working 7.5 hours per week. The starting salary is £4,761.90 (FTE £23,809.50). Benefits include free life assurance and parking, branded logo clothing and enhanced annual leave and sick pay provisions increasing with length of service.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme, staff social days, colleague nomination scheme and discounts in our Nature Discovery Centres.

How to Apply

To apply, please complete an online application on our website by 9:00am on Thursday 05 March 2026. Interviews will be held on Thursday 12 March 2026 at Abbotts Hall, Great Wigborough.

Thank you for your interest in this position and I look forward to receiving your application.

Justin Collins
Cluster Manager (South)



Fingringhoe Wick | Colchester



The Naze | Walton-on-the-Naze



Belfairs | Leigh-on-Sea



Hanningfield Reservoir | Chelmsford



Thorndon | Brentwood



Ingrebourne | Hornchurch



Bedfords Park | Romford



Abberton Reservoir | Colchester



Langdon | Basildon



Thameside | Stanford-Le-Hope

