

PERSON SPECIFICATION

POST TITLE Care Zone Warehouse Supervisor

DEPARTMENT Community Action

TEAM Care Zone

	Essential	Desirable
Education and training	a) 5 GCSEs at Grade C or above including Maths and English Language (or equivalent)	a) Admin qualifications / training b) 2 A levels (or equivalent) c) Health & safety training d) Manual handling training e) First Aid qualification

	Essential	Desirable
Relevant experience	a) Supervising staff and/or volunteers b) Using own initiative to take a task through to completion. c) Using Microsoft Outlook, Word, Excel and PowerPoint d) Producing and maintaining accurate and detailed information e) Working as part of a team f) Juggling various tasks and priorities to deadlines	a) Working with a computer database e.g. Web Office b) Logistics c) Working in a warehouse setting.

	Essential	Desirable
Knowledge	a) Microsoft Outlook, Word, PowerPoint & Excel b) Health & Safety	a) Risk Management b) Data Protection c) Safeguarding d) An understanding of the underlying drivers of poverty

	Essential	Desirable
Skills and abilities	a) Excellent written and oral communication skills b) Excellent planning and organisational skills c) Ability to prioritise and achieve deadlines. d) Excellent administrative skills e) Good interpersonal skills f) Ability to maintain confidentiality. g) Accuracy and attention to detail, particularly when working to tight deadlines. h) Ability to work as part of a team. i) Ability to carry out manual handling activities.	a) Ability to work with people with a range of abilities and experiences. b) Ability to travel between locations within the city.

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Committed Christian b) Adhere to the vision and values of KingsGate c) Confident and professional approach d) Willingness to work in a flexible manner e) Willingness to serve others f) Initiative and enthusiasm g) Positive and friendly manner with 'can do' approach h) Willingness to work non-standard hours when necessary i) Commitment to equality & diversity 	

This person specification was reviewed by Head of Community Action in April 2023.

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.