

St John's Hospice Shops Ltd

Person Specification – Warehouse Assistant



Requirement	Essential	Desired	How Assessed*
Education/Qualifications	Good general education to GCSE or equivalent level	Additional academic or vocational training PAT Testing	Application Form
Experience	Knowledge of the local area	Management of volunteers Supervisory experience	Application Form/ Interview
Knowledge and Skills	<p>Ability to motivate & lead others</p> <p>Good interpersonal (verbal and written) skills</p> <p>Ability to organise and prioritise own workload and projects and deliver to deadlines</p> <p>Good IT skills (Microsoft Office Suite)</p> <p>Proven track record of an ability to work independently and be self-motivated</p> <p>Effective team player</p> <p>Precise, organised and methodical</p> <p>Donor focused, ensuring we keep the donor at the center of everything we do at the hospice. Ability to listen and act on feedback</p>	<p>Working knowledge of Health & Safety regulations/risk assessment best practice</p> <p>Knowledge of working in the charity sector</p>	Application Form/ Interview
Values and personal attributes	<p>A positive can do attitude</p> <p>Willingness to get involved</p> <p>Evidence of honesty, reliability and enthusiasm in work settings</p>		Interview

	Calm, flexible and courteous		
Other requirements	<p>Full UK driving licence</p> <p>Physically fit and capable of regularly lifting and carrying equipment/materials up to approx. 10 kilos.</p> <p>Enhanced DBS Disclosure (supervise child/vulnerable adult)</p>		

*** Shortlisting candidates for interview –** We will shortlist candidates for interview by scoring against the above essential and desired criteria. Please tell us in your application and ‘Supporting Information’ section how you meet the requirements we are asking for.