 JOB SPECIFICATION

# Equipment and Resource Specialist (Fixed Term)

**Department:** Operations

**Reports to:** Head of Operations

**Location:** Sheffield Warehouse & Head Office

## About the Role

If you share our ethos of having fun whilst you work, alongside like-minded people and contributing toward a meaningful mission that gets children active - this is the role for you.

Working as part of our Operations team, you’ll be packing resources and distributing sports and activity equipment for us to deliver 100+ annual programmes that benefit thousands of young people each year. You’ll be working in a fast-paced environment and will be the embodiment of one of our core behaviours - ‘Get Things Shipped’, both for UK and international projects.

Monday to Friday you’ll be based at our small but mighty Warehouse in Sheffield, prepping equipment to send out to our venue partners - some of the most prestigious schools and Universities across the UK. Each Monday, you’ll also join our wider HQ team to connect to our mission and learn more about wider organisational activity.

## Key Responsibilities

The Equipment and Resource Specialist will work across 3 key areas to deliver our mission:

* Receive, store and process equipment and resources both in and out of our warehouse
* Ensuring that all incoming goods are unpacked, organised, stored appropriately and
* Check that all outgoing goods are high quality, accurately packed and well-prepared.
* Strong awareness of stock levels and working within our policies and procedures to deliver high quality on time equipment and resources for internal and external programmes that get children active, having fun and learning together.

## Ideal Personal Specification

* Proactive and positive team player
* Have a flexible approach to work to ensure we deliver our mission
* Attention to detail, organised and tidy
* Able to show initiative
* Good working knowledge of Office 365 (Excel and word)
* Able to work in a fast-paced environment, following processes and working to deadlines
* Fully supportive of the mission and values of The Kings Active Foundation

## Rewards and Benefits

* Based at our Sheffield Warehouse (S3)
* 37.5 hours per week, typically Monday-Friday but the role requires a flexible approach during peak periods
* Salary between £18,000 and £22,000 per annum (DOE)
* Role expected to begin Feb 2022 – Nov 2022 but with potential for regular employment opportunities
* Weekly 1:1 and team meetings
* Some UK travel (driving licence desirable but not essential)

**About Us**

Established in 1991, Kings Active Foundation is a UK registered charity with a vision of a world where children love being active, and a mission to get children active, having fun and learning together.

We’re experts in using active games, sport and fun to connect with children via our activity programmes and we equip, enable and inspire others to deliver activity programmes.

We are a small team doing big things. We have a passion for our work and a desire to get more children active and improving their physical and mental wellbeing.

Our Safeguarding Promise

We’re committed to safeguarding and promoting the welfare of children and young people. Safer recruitment is central to the way we work and all staff and volunteers are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.