

PERSON SPECIFICATION FOR FOOD PROJECT ASSISTANT		
	Essential	Desirable
SKILLS		
Strong organisational skill set working within a busy environment	✓	
Able to work closely with project managers to deliver positive results	✓	
Proven warehouse/logistic support management skills		✓
Strong communications skills	✓	
Strong team player, ability to work effectively with internal staff and external agencies	✓	
EXPERIENCE		
Implementing a dynamic stock management system		✓
Logistics/warehouse management		✓
Experience working within a charitable or public sector organisation		✓
Preparing stock control sheets		✓
KNOWLEDGE		
Knowledge of the Southampton voluntary sector		✓
QUALIFICATIONS		
Full UK driving license	✓	
CIRCUMSTANCES <p>This post is 35 hours per week and is based at our Head Office/Warehouse location in Millbrook, Southampton; it will include regular visits to our Basics Banks and Marketplace locations across the city often driving one of our SCM vans. It will occasionally be necessary to attend meetings and training at other locations.</p> <p>Flexibility in days and times worked will occasionally be required to allow for training and weekend events.</p> <p>Occupational requirement Everything that SCM seeks to do is inspired by the message, life and example of Jesus. It is essential that the Food Project Assistant is sympathetic with the ethos, aims and objectives of the Mission, sharing the Mission's values through their work.</p> <p>Any offer of employment is subject to the receipt of satisfactory references and completion of a DBS check. The successful applicant must have the right to work in the UK.</p> <p>This post has a 3 month probationary period.</p>		