

Job Description

Job Title: Stock and Inventory Manager

Responsible to: Head of Facilities and Estates

Job Purpose:

This role supports the smooth running of the three Acorns hospices by managing stocks and supplies necessary for childcare and daily operations. You will work within the Facilities team in handling goods, managing inventory, and ensuring that essential items are available when needed by the procurement of supplies and sundry items.

This role will not be involved in the procurement or management of medicines.

Main Duties:

- > To manage and maintain a stores inventory encompassing all sites, detailing stock levels and expiry dates.
- > Purchase supplies in line with agreed inventories for each hospice using the ordering system PSF.
- > Maintain relationships with suppliers and ensuring the best value for money is achieved.
- > To receive, check and put away all incoming goods ensuring that any damaged / short-dated items are not accepted or any order discrepancies, and are reported in a timely manner to the supplier.
- > To report to your line Manager and relevant members of the hospice team any items of concern that will affect operational delivery (eg; low stock availability/long lead times).
- > Ensure stocks are rotated to prevent items expiring.
- > To ensure temperature-controlled items are booked in and correctly stored according to policy.
- > To ensure that any hazardous substances are stored in accordance with COSHH regulations.
- > To maintain effective security of the stores area and report any hazards to your line manager
- > Dispose of waste, including hazardous materials safely and in accordance with statutory regulations.
- > Review and challenge requests for items outside of the agreed inventory.
- > Manage central store of medical equipment and facilitate distribution as required.

Other Duties:

- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.

- > To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
- > To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
- > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- > To actively participate in a performance and development review process and any training and development identified to further enhance your role with Acorns.
- > To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues.
- > Carrying out any reasonable duty as requested by your line manager

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

Person Specification – Stock and Inventory Manager

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> > Good general education 	
Experience	<ul style="list-style-type: none"> > Good organisational skills and attention to detail. > Previous experience in a stores, warehouse, or stock control role. > Basic IT skills, with the ability to use inventory management systems and purchase order systems. > Ability to lift and move goods safely, sometimes involving heavy lifting. > Strong communication skills and the ability to work as part of a team. > Manual handling techniques 	<ul style="list-style-type: none"> > Experience in a healthcare or hospice environment. > Knowledge of health and safety regulations.
Skills & Abilities	<ul style="list-style-type: none"> > Stock control systems > Basic maintenance knowledge > Health and safety and COSHH regulations > Able to work autonomously and as part of a team > Ability to travel across the Acorns region independently 	
Behaviours	<ul style="list-style-type: none"> > Will challenge the status quo > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success 	



Terms And Conditions of Employment

Position:	Stock and Inventory Manager
Reporting To:	Head of Facilities and Estates
Location:	Nearest Acorns Hospice with travel across all Acorns sites
Hours:	37 hours per week
Salary Range:	£30,000 to £36,000 per annum
Notice:	4 weeks
Holidays:	31 days (229.5 hours) including public holidays, rising to 35 days (259 hours) after 3 years' service
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme.
Life Assurance:	NHS Pension Scheme Life Assurance cover or Acorns Group Life Assurance Scheme

All terms and conditions will be detailed in writing together with Employee/Health & Safety handbook, which must be read and observed.