

Job Description

Job Title: Clinical Stock & Equipment Manager

Responsible to: Head of Specialist Services


Job Purpose:

This role supports the effective operation of the three Acorns hospices by overseeing the essential clinical stock, supplies and equipment required for daily service delivery. You will work as part of the Care team, in close liaison and collaboration with the facilities team, to receive goods, manage stock, and ensure essential items are available by coordinating the procurement of supplies and everyday consumables.

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

Main Duties:

- > Manage a multi-site stores inventory, monitoring stock quantities and expiry dates to support safe and efficient operations.
- > Maintain a comprehensive and up-to-date asset register, capturing all relevant details from acquisition through to disposal.
- > Purchase supplies in line with agreed inventory levels, using the PSF ordering system to ensure accuracy and compliance.
- > Build and maintain strong supplier relationships to ensure the charitable organisation consistently achieves best value for money.
- > Receive, check, and put away deliveries efficiently in a timely manner, ensuring all stock is stored correctly and in line with agreed inventory systems.
- > Keep your line manager and key members of the hospice team informed of any stock-related concerns that may compromise operational efficiency, for example low availability or delays in supply.
- > Maintain effective stock rotation practices to prevent products reaching expiry.
- > Maintain safe and compliant storage of hazardous substances under COSHH, supported by a strong understanding of the differing storage requirements across all stock categories.
- > 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.
- > Take responsibility for coordinating and supporting equipment audits, ensuring accurate records and identifying any actions required to maintain safety and compliance.
- > Work collaboratively and liaise regularly with the Facilities team and external contractors to ensure all medical equipment is maintained, repaired, and replaced



as required, meeting regulatory standards and adhering to statutory and manufacturer servicing requirements.

- > Establish and manage a clear equipment lifecycle plan, enabling timely replacement, budgeting, and compliance with regulatory and operational requirements.

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

Infection Prevention and Control


All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.


Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and





minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Safeguarding

Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.


Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.

CQC Regulatory Body

Acorns is regulated by Care Quality Commission (CQC). All Employees and Volunteers of Acorns support with and influence compliance with the Care Quality Commission (CQC) regulations and support the organisation in maintaining high standards of care and service delivery. This includes an awareness and knowledge of the Key Lines of Enquiry (KLOEs). All Employees and Volunteers of Acorns will work closely with senior management to ensure that the service meets the CQC's five key domains: Safe, Effective, Caring, Responsive, and Well-led, while promoting continuous improvement and high-quality care for all children, young people and families.

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 – Clinical Stock & Equipment Manager

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> > Good general level of education, including GCSEs (or equivalent) in English and Maths. 	<ul style="list-style-type: none"> > Evidence of ongoing professional development relevant to logistics, stock management, or healthcare support roles. > Training or certification in stock control, procurement, or supply chain processes.
Experience	<ul style="list-style-type: none"> > Good organisational skills and attention to detail. > Experience working in a role involving stock management, ordering, or inventory control. > Experience using procurement or stock-management 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. > Knowledge of health and safety requirements and regulations within clinical environments. 	<ul style="list-style-type: none"> > Experience in a healthcare or hospice environment.
Skills & Abilities	<ul style="list-style-type: none"> > Basic IT skills, with the ability to use inventory management systems and purchase order systems. > Basic maintenance knowledge > Ability to maintain accurate records and follow established processes. > Health and safety and COSHH regulations > Able to work autonomously and as part of a team > Ability to travel across the Acorns region independently 	<ul style="list-style-type: none"> > Ability to analyse stock usage patterns and anticipate needs. > Confidence in supporting improvements to stock-management processes.
Behaviours	<ul style="list-style-type: none"> > Experience working collaboratively within a team environment. > 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:	Clinical Stock & Equipment Manager
Reporting To:	Head of Specialist Services
Location:	Nearest Acorns Hospice with travel across all Acorns sites
Hours:	37.5 hours per week
Salary Range:	£30,600 to £36,720 per annum
Notice:	8 weeks
Holidays:	27 days plus statutory bank holidays
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.