



Job Description

Job Title: Clinical Facilities Coordinator

Responsible to: Head of Specialist Services

Job Purpose:

This role supports the effective operation of the three Acorns hospices by overseeing the essential clinical consumable 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 order and receive goods, manage and rotate 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:

Clinical Consumables and Stores Management


- > Maintaining defined stock lists across three sites, overseeing goods receipt and quality checking.
- > Setting and reviewing minimum stock levels in line with the stock lists.
- > Manage a multi-site stores inventory, monitoring stock quantities and expiry dates, rotating stock to support safe and efficient operations.
- > Maintain effective stock rotation practices to prevent products reaching expiry.
- > Forecasting demands based on activity and seasonality.
- > Purchase consumable stock in line with agreed inventory levels, using the PSF ordering system to ensure accuracy and compliance, alongside NHS Stores.
- > Minimising waste and support cost control through disciplined stock management.
- > Review and challenge requests for items outside of the agreed stock list.
- > The post holder will line manage a team of volunteers who support with stock replenishment and stock takes.

Equipment and Availability

- > To maintain cleanliness, organisation and effective security of the stores area and report any hazards to your line manager.
- > Ensure essential stock and equipment is available where and when required.
- > Preventing care delays due to unavailable equipment.
- > 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.

Asset Control and Tracking

- > Maintain accurate asset registers.
- > Ensure unique tagging and identification of equipment.

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- > Implement a sign in and sign out process for consumables and portable equipment.
 - > Maintaining documentation to support inspection readiness.
 - > Support with the management of onsite 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 – Clinical Facilities Coordinator

| | ESSENTIAL | DESIRABLE |
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| Qualifications | <ul style="list-style-type: none"> > GCSE (or equivalent) English and Maths. > Recognised Infection Prevention & Control training (or willingness to complete). > COSHH awareness training (or willingness to complete). | <ul style="list-style-type: none"> > Health & Safety qualification (e.g. IOSH Working Safely or equivalent). |
| 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. > Knowledge of health and safety requirements and regulations within clinical environments. > Understanding of safeguarding principles in shared spaces. | <ul style="list-style-type: none"> > Experience in a healthcare or hospice environment. > Experience maintaining asset registers and managing consumables. |
| 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



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| Position: | Clinical Facilities Coordinator |
| 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.