

<b>Job Title:</b>	Logistics Operative	<b>Job Band:</b>	Band 7
<b>Reporting to:</b>	Regional Events and Logistics Manager	<b>Size of Team:</b>	
<b>Direct Reports:</b>	0		

No one should die because they needed first aid and didn't get it, yet up to 140,000 people die every year in situations where first aid could have given them a chance to live. St John Ambulance teaches people first aid so they can be the difference between life and death, and you can help us do this. To assist in the operational logistical requirement of the region ensuring that all operational activities can be undertaken in a safe, legal and cost effective manner. To contribute to the day to day operations of the logistics team ensuring that operational duties and administration is undertaken in an efficient, correct and timely manner following national processes where applicable. Key duties will include the preparation, collection, movement, replenishment and maintenance of event logistic equipment

## Key Responsibilities

- Assist in the maintenance of the Region's operational assets for first aid, ambulance services, training and event cover provision
- Use computerised systems and standard processes, as appropriate, to control stock levels and ensure that items are suitable located to support first aid, ambulance services and event cover provision
- Assist the Logistics Coordinator in ensuring that all operational equipment is fit for purpose having been inspected, serviced, repaired and maintained as necessary and that all necessary records are kept to verify this
- Take a proactive role in the management of items associated with major expenditure eg. medical gasses
- Follow national and local policies and procedures in relation to the purchasing of equipment and consumables
- Support employees and volunteers across the region to facilitate service delivery and safe working practice
- Assist in the reporting of statistics as required
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder.

## You will

- Need the ability to work on own initiative
- Have to be willing to adapt and learn new skills
- Be ready and willing to travel around the region
- Have willingness to work some evenings and weekends



## BE PART OF A LIFE SAVING TEAM



## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to GCSE level (Grade C) or equivalent inc. Maths & English	✓	
<b>Experience</b>		
Experience of working in a logistics environment		✓
Working within a team	✓	
Undertaking administration		✓
Dealing with customer and/or volunteer queries	✓	
<b>Skills, knowledge and abilities</b>		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level	✓	
Ability to problem solve	✓	
Ability to prioritise and attention to detail	✓	
Understanding the importance of customer service and working with service level targets	✓	
Excellent written and verbal communication skills	✓	

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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