

## **VACANCY**

### **Production Manager – Hemlock Warehouse**

**Department:** Warehouse - Hemlock

**Reports to:** Senior Production Manger

**Direct Reports:** 1 Deputy, all location based staff

**Designation:** Permanent (3)

**Salary:** Up to £13.35 dependent on experience

**Hours:** 42.5 hours per week (8.15am to 5.15pm) with flexibility to work overtime where required

**Benefits / Equipment:**

31 days holiday (263.5 hours) inc Bank Holidays, pro rata for part time employees

Access to Newlife Pension Scheme

Staff discount, following 12 weeks service

Health Cash Plan at level 2, post probation

2 week company sick pay pro rata

#### **About Newlife:**

Newlife's mission is to save and change the lives of disabled and terminally ill children, across the UK.

We have over 25 years of success and we continue to help disabled children and their families, by funding:

- Free national Nurse manned helpline
- Specialist equipment grants
- Emergency equipment loans
- Child health research
- Action to campaign for change
- A 'training into work' opportunity for disabled adults
- Environmental protection

You can find out more about Newlife the Charity for Disabled Children by visiting our website: [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk)

#### **Post Summary:**

The Hemlock Warehouse and Production Centre in Cannock, is currently our largest site at c37,000 sq.ft and produces high volumes of fashion and accessories to supply our retail stores. It also prepares stock for recycling and plays a key role in production and supply across our four other warehouse locations. The site also has a busy logistics operation, leadership on commercial pricing and central QC functions.

In order to accommodate our continued growth, we are seeking an experienced and effective Production Manager, who can manage a team of c100 staff. This is a new role.

Supported by a Deputy and other functional managers based at this site, you will manage the site budget and ensure production meets and surpasses targets, ensure quality and compliance, ensure safe and secure working practices and efficient communication with other dept.'s, especially Retail and Corporate Services.

We are seeking someone who can manage and drive processing and production to meet our donor and retail needs and our space challenges. You will be a 'people person' and exemplify our values, while ensuring strong and effective activity in recruitment, training, monitoring and development of your team.

Newlife has a great stable history and we believe our strength is through having the right people to do the right job, over a period of long service. We are seeking a commercially minded Production Manager, who can be entrepreneurial and creative and who can commit themselves fully to this unique opportunity. You will need to be practical and most days you will be engaged in hands on work, making things happen. You will ensure reporting and maintenance of records but you will also help us to get the very best income out of the stock we manage and support efficient outcomes from people you manage.

Our staff surveys show that Newlife is a rewarding place to work, so we can offer you great job satisfaction, changing the lives of disabled children. If you feel you have the 'essential requirements', please apply.

### ***Essential Requirements:***

- At least 4/5 years' experience as a Manager, in a busy warehouse production environment.
- Relevant management qualifications in warehousing or business management.
- Demonstrable experience in setting, hitting and surpassing KPI's, targets and quality outputs.
- Experience in ensuring quality and compliance, in a production setting.
- Excellent and effective communication skills, written and verbal.
- Ability to recruit, train, develop, manage and support all staff.
- Excellent commercial insight and budget management experience (circa £1.6m).
- Excellent attention to detail, to ensure processes are carried out correctly, safely and securely.
- A great personal attitude, confident and able to demonstrate personal integrity.
- Evidence that you have the ability to motivate and manage performance within a team while maintaining respect and operating positive values.
- Good I.T skills including a good working knowledge of the main Microsoft packages and email.
- Ability and experience to ensure that all administrative processes and records are created and accurately maintained.
- Proven ability to prioritise, plan and review work
- Ability to be flexible and manage production at other sites, if required to do so.
- Willing to commit to developing your own learning/skills and to assisting your team to achieve.
- Previous Key Holder Responsibility.

### ***Desirable Requirements:***

- Any qualification in Health and Safety in the workplace.
- First aid training.
- Experience of working with Access databases.
- Logistics experience.

### ***Responsibilities Summary:***

- Manage on this site; all product and people, in effective and efficient ways in line with requirements, policies and procedures, ensuring a safe and secure working environment at all times.
- Ensure positive commercial outcomes resulting from production, within agreed budget.
- Ensure stock handling requirements are consistently complied with.
- Liaise with all functional managers and supervisors to ensure operational objectives are met.
- Manage all space available to achieve optimum loading.
- Reporting consistently and effectively to the Senior Production Manager.
- Developing and maintaining effective cross departmental relationships and communication while maintaining confidentiality and respect of your colleagues.
- Adhere to all Health and Safety policies and procedures and use all equipment in a safe and appropriate manner.
- Always compassionate and deserving of trust.
- Willingness to train and develop as required.
- Willingness to commit to our policies around equality and diversity.
- The commitment to be part of the culture of what makes Newlife different and successful.
- Any other duties as required from time to time.

**Notes:**

All offers of employment will be made subject to satisfactory references being received.  
All Newlife roles are subject to a 6 months probationary period.

**Our Values:**

- Always compassionate and deserving of trust - in all we do.
- Making things happen - for those we serve.
- Leading in our field - to make things better.
- People at our heart - every day.

**Interested?**

Find out more about Newlife by visiting [www.newlifecharity.co.uk](http://www.newlifecharity.co.uk) and [www.newlifestores.co.uk/landing/](http://www.newlifestores.co.uk/landing/) or see what current employees say by visiting [www.newlifecharity.co.uk/docs/about/employment.shtml](http://www.newlifecharity.co.uk/docs/about/employment.shtml)

**To apply:**

Submit a Newlife Application Form which is available from our website, by calling The People Team (01543 431495) or by visiting the SuperStore in Cannock, via online submission, by email to [peopleteam@newlifecharity.co.uk](mailto:peopleteam@newlifecharity.co.uk) or by post to Newlife Centre, Hemlock Way, Cannock, Staffs, WS11 7GF. Alternatively you can send us your CV.

If you have any problems with completing the application form or would like further information please email or call the People Team.

Newlife the Charity for Disabled Children is an Equal Opportunities Employer and a Disability Confident Employer.

**Other Info:**

Newlife the Charity for Disabled Children - Registered Charity Number: 1170125 in England & Wales



