



HAND UP STOCK ROOM COORDINATOR

Are you someone who naturally loves to keep things neat, tidy and organised? Do you have a few hours to spare each morning to assist with light, yet essential tasks?

The purpose of the Stock Room Coordinator is ensuring that the Hand Up clothing stock room remains organised, tidy, and fully stocked with clean, suitable clothing for individuals experiencing homelessness. In this role, you will work closely with the Hand Up team to provide homeless guests with clean clothing in a timely and efficient manner, making a significant difference in their daily lives.

Team:

Hand Up Homeless Centre

Christmas or Year-Round Role:

Year-round: Monday-Sunday

Role:

Stock Room Coordinator

Disclosure check needed:

No



How will I be helping to end Homelessness?

As a Stock Room Coordinator, you will play a key role in the operations of our Hand Up service ensuring that individuals experiencing homelessness have timely access to the essentials they need.

By maintaining an organised and efficient stock room, you will be contributing to a streamlined process that provides clean clothing to those in need, empowering them to feel supported and valued. In addition to overseeing the stock room, you will oversee the laundry process, ensuring that all clothing is washed, dried, folded, and ready for distribution.

Your role will be part of a larger team dedicated to ending homelessness by making a direct and positive impact on the lives of those we assist, ensuring they have the practical support they need to take steps toward stability and independence.

What will I gain?

- Be part of a dedicated team working to make a real difference in the lives of people experiencing homelessness in Northampton.
- Build lasting relationships with like-minded people while gaining valuable experience and skills.
- Enhance or develop new skills in a friendly, supportive environment, contributing to a meaningful cause.

What will I be doing?

- Organising and maintaining a clean, orderly, and efficient working environment.
- Sorting and separating clothing by size and gender, ensuring everything is easy to access.
- Storing new stock in designated boxes for future clothing distribution.
- Overseeing the laundry process, ensuring that all clothing is washed, dried, folded, and ready for distribution.
- Processing same-day and next-day Clothes Support Requests from 9-12 PM each day.
- Placing completed clothing picks in designated "collection" boxes for case workers to distribute.
- Conducting a daily stock check and reporting to the Service Manager on any updates or needs.

What do I need for this role?

- You will need to provide details for two referees as part of the recruitment process.
- A strong attention to detail and an organised approach to managing tasks.

Additional information:

We strive to ensure that our services are welcoming, remain relevant and are fully accessible to everyone that we help and support. We are keen to receive applications from volunteers from diverse and other marginalised communities as this helps us ensure the best experience for those that we are here to help. This includes those with lived experience of homelessness.