



Job Specification: Depot and Admin Manager

Reporting to: Operations Manager - ultimately to MOOL Board of Trustees

Hours and Duration: 7 hours per week,

Location: Dumfries Depot

Hourly rate: £12 per hour

Main Purpose

Responsibilities: To ensure the smooth running of the Depot. To ensure thorough management of equipment, personnel and processes within the Depot including ensuring a safe working environment. To ensure smooth shipment of donations to appropriate recipients. To provide administrative support to staff, Trustees and Volunteers as required, including accurate record keeping.

Responsibilities

1. Depot management

- To ensure the MOOL depot is open at pre-advertised and fixed times
- Responsible for overseeing the day to day tasks involved with running the Depot
- Adhering to building requirements in respect to fire alarms and safety etc, maintaining health and safety records as required.
- Maintain Depot data recording systems in an accurate and timely manner
- Monitor and communicate relevant information relating to the Depot
- Ensure all electrical items are PAT tested on arrival at the depot
- To deal with enquiries and refer/signpost (as appropriate) either to other personnel within MOOL or other agencies.

2. Support volunteers, service users and partner agencies

- To welcome and organise Depot Volunteer teams to manage donations and ensure they know what is required of them so that they feel valued and that their work is effective.
- To support the Housing Volunteer teams & Volunteer Befrienders and any local resettled refugees access sorted/charity donations as required
- To maintain a welcoming and friendly presence and ensure volunteers are informed and receive updates about new and changed requirements
- Maintain records of volunteer activity and attendance within the Depot

3. Stock Control, Storage and Movement

- To ensure donations are received and sorted as appropriate and fit for purpose, providing guidance and updates to requirements as needed
- To maintain an accurate inventory of aid which has been boxed or readied for dispatch.
- To ensure accurate management of new stock kept for Asylum Seekers
- To find ways to divest unusable or inappropriate donations i.e. other charities, rag bags etc. To minimise waste costs
- Liaise with partner agencies for collection as required



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- Plan shipments of Aid as required throughout the year, including shipments abroad, working with partners to ensure shipments are timely, cost effective and meet the aims of MOOL

4. Administration Support

- Provides administrative support to ensure efficient operation of MOOL.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Maintains MOOL activities calendar, entering new activities in a timely manner.
- Maintains MOOL data set ensuring monitoring and evaluation data is kept up to date
- Co-ordinates request for articles for MOOL newsletter, accepting, filing and noting responses, chasing where necessary, and posts Facebook posts related to the Depot and donations
- Ensures operation of office equipment by calling for repairs, maintaining equipment inventories and evaluating new equipment.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Accepting and recording payments from refugees for gym memberships or other funded activities

Postholder requirements

Must identify with MOOL Values, Vision and Mission in respect our aims to support displaced persons, refugees and asylum seekers.

Ideally should have knowledge gained from experience in supporting refugees and asylum seekers

Essential Skills and Abilities

- Reliability and trustworthiness
- A friendly and approachable manner
- Discretion and affability
- Flexibility
- Strong interpersonal skills
- Strong Organisational skills
- Proficient in using Office 365

Knowledge required (training will be provided/refreshed as needed)

- Fire Safety
- Safe lifting
- First Aid
- Safeguarding
- Basic PAT testing.

To apply please submit a CV and covering letter saying why you are suitable for this role to lydia@mool.scot



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We will be running a rolling application process with no closing date. Once we have identified a suitable candidate we will close the application process so please get your CV in as soon as possible. Thank you for your interest in working with MOOL.