



QUEENS HALL ACTION ON POVERTY

JOB DESCRIPTION

Job Title: Warehouse Operative/Van Driver

No of Posts: 2

Salary: £24,570 (real living wage employer).

Status: Full Time, Substantive

Hours: 37.5 hours per week over 5 days

Holidays: 22 days plus Bank Holidays per annum

Based at: Wigan Town Centre Location

Responsible to: Warehouse Manager

Accountable to: Queen's Hall Action on Poverty Trustees

SUMMARY

The Brick is an ambitious charity with big aspirations for people in need within our community. We provide RELIEF, RESTORATION and REFORMATION by offering tailored support, hope, and opportunity to those looking to improve their quality of life. Our core work is in homelessness, and these projects include emergency and supported accommodation, street outreach and homelessness prevention programmes. In March 2023, we launched England's first multibank in partnership with Gordon Brown and Amazon. We have since distributed 3million household items, donated to us by businesses, to families in need via a network of over 400 professional partners across Greater Manchester and neighbouring towns. We have huge ambitions to grow this project across the northwest by increasing funding donations and hence capacity. We also operate an affordable food community, serving 600 households every month with affordable food and distribute pre-loved furniture items to families in need across the Wigan Borough.

Job Purpose

The Warehouse Operative / Van Driver plays a vital role in ensuring essential goods reach children and families experiencing poverty. Working within the Multibank warehouse and on the road, the postholder will support the safe storage, handling and distribution of donated items to partner organisations across the region.

This is a hands-on role that combines warehouse operations with driving duties, requiring reliability, organisation and a strong commitment to dignity-led support.

Key Duties and Accountabilities

- Receive, unload and safely store donated goods in line with health and safety procedures
- Sort, pick and prepare orders for referral partners
- Maintain an organised, clean and safe warehouse environment
- Carry out stock rotation and basic stock checks
- Support loading and unloading of vans for deliveries and collections
- Assist with manual handling tasks in line with training
- Drive Multibank vans to collect donated goods from corporate partners and suppliers
- Deliver essential items to referral partners, charities and community organisations
- Complete vehicle checks and report any maintenance issues promptly
- Ensure goods are transported safely and securely
- Represent the Multibank professionally when interacting with partners
- Work collaboratively with colleagues, volunteers and partners
- Follow safeguarding, health and safety, and data protection policies
- Uphold the values of The Brick and the Multibank, treating all partners and service users with dignity and respect
- Support occasional peak periods (e.g. winter pressures, Christmas distributions)

Essential

- Full UK driving licence (clean or minimal points)
- Experience of warehouse, logistics or delivery work
- Physically able to undertake manual handling tasks
- Reliable, punctual and well organised
- Ability to work both independently and as part of a team
- Strong commitment to supporting people experiencing poverty in a non-judgemental way

Desirable

- Experience driving vans
- Forklift licence (or willingness to train)
- Experience working in a charity, social enterprise or community setting
- Knowledge of health and safety procedures in a warehouse environment

Values & Behaviours

We are looking for someone who:

- Understands the importance of dignity, respect and compassion
- Takes pride in practical work that has real social impact
- Is flexible, solution-focused and willing to go the extra mile during busy periods
- Treats colleagues, partners and donated goods with care

Safeguarding

The Brick is committed to safeguarding children and vulnerable adults. The successful applicant will be required to undertake appropriate background checks.

To Apply: Please upload an application outlining why you would be an asset to our charity using this link: <https://hr.breathehr.com/recruitment/vacancies/45211>

Please apply early as we reserve the right to close applications as soon as sufficient applicants have been received

Closing Date: 21st February 2026

Interviews: w/c 23rd February 2026

PARTNERSHIP WORKING

The Brick is committed to delivering Wigan Council's Progress with Unity approach and as such we are asking for applicants who are committed to delivering:

- **Create fair opportunities for all children, families, residents and businesses**
"Together, we will break down the barriers that create financial, health, education and environmental inequalities in our borough."
- **Make all our towns and neighbourhoods flourish for those who live and work in them**
"Together, in genuine partnership with our residents and businesses, who know our communities best, we will help each town and neighbourhood in the borough to celebrate and maintain their identity whilst understanding and helping to achieve what is needed to thrive."

OTHER

Health and Safety

In line with Health and Safety and Lone Working Policies, take reasonable care of personal health and safety and the health and safety of colleagues, mentors and service users and other persons who may be affected by acts and omissions.

Reporting any incidents and Safeguarding concerns in a timely and effective manner following the Wigan tier report system.

Diversity

Understand and implement The Brick's Equality and Diversity Policy

Out of Hours

You will be expected to undertake work on weekends and evenings.

Be willing to undertake and assist in fundraising activities which may occur out of hours.

Promoting fundraising for the Charity

To promote good communication within The Brick and the Charity as a whole.

To ensure good time management

Queen's Hall Action on Poverty are committed to the safeguarding and protection of all young people and adults, In line with our Safeguarding policies. We will carefully select, train and support all those with any responsibility within the Charity, in accordance with our rigorous recruitment and selection policies.

The Brick is committed to promoting a diverse and inclusive workplace, which attracts all candidates and signals our commitment to celebrate and promote diversity. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements and support our staff from different backgrounds.