

# The Landmark Trust

## JOB DESCRIPTION

**Job Title:** Furnishings and Warehouse Assistant

**Department:** Historic Estates

**Location:** Honeybourne, nr Evesham, Worcestershire

### Essential Function – Job Summary

This role will be responsible for supporting and coordinating the Furnishings activities across our Landmark Trust properties portfolio. Working across the Landmark team to coordinate timescales, resources, equipment and information to facilitate the efficient organisation of maintenance closures. Ongoing admin support for the Furnishings and Warehouse team.

### Relationships

**Reports To:** Warehouse Manager

**Works Closely with:** Furnishings Manager, Warehouse Manager, operational regional teams Regional Property Managers, Properties Assistants, Operations Administrator, Surveyors and Historic Estates admin team based around the country.

### Key Accountabilities:

- Working closely with our Furnishings Consultant, Regional Property Managers, Regional Surveyors and Warehouse Manager to prepare comprehensive action plans, including resources and timeframes for maintenance closure projects.
- Perform various coordinating tasks, like scheduling, project documentation and handling financial queries along with daily administrative duties to support the Furnishings and Warehouse team.
- Support Furnishing Manager with researching and sourcing materials, furniture and other items as directed.
- Support Furnishing Manager with attendance at the regular Properties Forum by reviewing customer survey information and to support delivery of actions required.
- Support the Warehouse Manager with researching and sourcing new product lines, arranging to meet new and existing suppliers as directed.
- Support the Warehouse Manager with the dispatch of furniture, white goods, small appliances, marketing materials from the warehouse store to the Landmark properties across the entire country, including Lundy Island as directed.
- Proactively coordinate furnishing tasks with internal teams and assist with time and resource management.

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- Act as the point of contact for Furnishings team and communicate project / daily status to all participants; in particular liaising with RPM's and managing catalogue for maintenance furniture repair/replacement.
- Support the Warehouse Manager in the upkeep of the furniture inventory system as directed.
- Assist the Warehouse Manager with the arrival of furniture at the Warehouse including data logging of information pertinent to the piece of furniture as directed.
- Ad-hoc Furnishing and Warehouse projects support.
- Develop and maintain effective team working and relationships with colleagues and other teams across Landmark Trust.
- Undertake any other relevant activities which fall under the general scope of this role as directed by your line manager.

## **Skills:**

- Excellent attention to detail, time management and communication skills.
- Excellent IT skills – in Microsoft, Scheduling, SharePoint and SalesForce.
- Ability to multi task.
- Proven ability to work under pressure and to manage work to deadlines.
- Good communication skills with colleagues, suppliers and customers.
- Understanding of good health and safety working procedures.
- Team player.

## **Experience:**

- Demonstrated experience in office administration and / or project management.
- Experience of working within construction, furnishings, heritage, events or project management environment.
- Proven experience in working within a small and busy team.
- Self-motivated with a common sense approach.
- 'Can-do', roll up your sleeves/hands on approach.

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## Person Specification

Requirement	Essential	Desirable
Excellent written English and communication skills.	•	
Proven senior administrative experience and working in a small, busy team.	•	
Proven excellent computer skills in MS, 365, Sharepoint and other databases.	•	
Reliable, punctual and flexible, a team player that is happy to “pitch in” and support a small team.	•	
Project management qualification or experience, working in the building, events, heritage or other industry		•
<p>Other special requirements:</p> <p>Travel to Landmark properties as needed.</p> <p>Occasional requirement to stay away from home overnight.</p> <p>Flexible hours – occasional weekend working, agreed up front</p> <p>Drivers licence</p>	<p>•</p> <p>•</p> <p>•</p> <p>•</p>	

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## TERMS OF EMPLOYMENT

### **CONTRACT DURATION**

This is a part-time, permanent position.

### **LOCATION**

This position is based at our warehouse in Honeybourne, Evesham, Worcs.

### **SALARY**

£19,000 per annum pro rata (actual £8,142 per annum) paid monthly in arrears depending on skills and experience.

### **WORKING HOURS**

15 hours per week Monday, Wednesday and Friday 9.30 am to 2.30 pm with occasional weekend working which will be agreed beforehand.

### **HOLIDAYS**

The holiday entitlement is 25 days per annum pro rata plus pro-rated statutory holidays, increasing in stages to 30 days per annum pro rata after 10 years' service.

### **SICK PAY**

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days pro rata in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor's certificate will be required.

### **PENSION SCHEME**

Provided you meet the criteria, you will be auto-enrolled into Landmark's pension scheme.

### **MEDICAL HEALTH**

Pro rata private health insurance, currently with BUPA, can be provided when you have been with Landmark for a year.

### **NOTICE**

The appointment is subject to satisfactory completion of an initial six month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to one week's notice on either side. A minimum of one month's notice in writing on either side applies after the end of the probationary period.

### **HEALTH & SAFETY**

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

### **CONTRACT**

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.