

Events and logistics assistant

Recruitment Pack

Join our lifesaving team

WILTSHIRE
+BATH AIR
AMBULANCE
Going above + beyond



Welcome

It is my pleasure to extend a warm welcome to you as you consider joining our Wiltshire and Bath Air Ambulance Charity family.

The team who work with us here at the Charity are our most important asset.

Upon joining us, you will become part of a dynamic, fast-growing organisation which is committed to being a safe and effective clinical care provider.

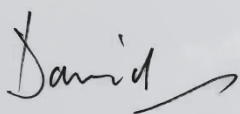
People are at the centre of everything we do; we aspire to be values driven and work together in an open and honest culture.

We believe every employee plays a part in saving lives, no matter what their role in the organisation. We are one team with one goal.

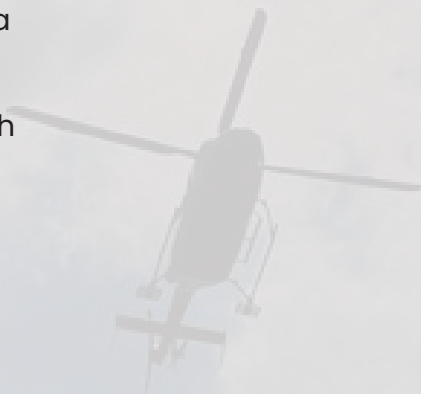
We treat everyone with dignity, value their contributions and help one another succeed.

We very much consider ourselves a family, and we hope that anyone who chooses to join us will feel as privileged as we do to work for such an amazing Charity.

We have plans in place for a very exciting future and we would love you to join us on our journey!



David Philpott
Chief Executive



OUR IMPACT



STUART FROM WESTBURY'S STORY

"They saved my life."

But it's not just my life they saved. It meant I could get married and we have our two beautiful daughters.

After collapsing at home in Westbury, they flew me to Southmead Hospital within 11 minutes. If we'd gone by road it would have taken over an hour to get there and it's unlikely I'd be telling you this story now.

WESTEK, MELKSHAM

"Choosing Wiltshire and Bath Air Ambulance Charity as our Charity of the Year has provided a focus for our fundraising and community work. Besides making a difference to such a vital local Charity, our fundraising activities are great for fostering teamwork and having fun."

Wendy Dorkin, Westek – HR Manager



IAN BEST – VOLUNTEER

"For anyone who is considering volunteering, don't just think about it, get on and do it! What else could you do that will give you so much fun, take you places you may not go to otherwise and do your bit to keep the critical service flying, all at the same time?"

Ian Best, Volunteer since 2013

JOB DESCRIPTION

POST:

Events and Logistics Assistant

BASED:

At our state-of-the-art airbase in Outmarsh, Semington, BA14 6JX, with extensive travel to events across Wiltshire and Bath.

REPORTS TO:

Community team leader
Alongside key relationships with: Income Generation team, Finance team, Communications and Supporter Engagement team and Volunteers.

SALARY:

£25,000 per annum pro rata (FTE)

HOURS:

24 hours per week minimum, predominantly worked between Friday and Monday

SUMMARY:

We are Wiltshire and Bath Air Ambulance Charity. We provide critical medical care by land and air, across our communities.

We're here when you need us most, but in the nicest possible way, we hope you won't.

As well as planning our own events, we are fortunate to be supported by a wide range of wonderful individuals and community groups throughout Wiltshire and Bath who plan their own events in aid of our Charity.

This role is pivotal in ensuring we can support and resource such events in the most appropriate way.

Based at our airbase in Semington and working within the community fundraising team, you will ensure all events are resourced with the appropriate equipment including gazebos, collection buckets/tins, marketing materials and Charity merchandise.

You will support the distribution of resources to our volunteers and assist them with setting up, packing down and attending events as required, being their primary point of contact for the duration of those events.



RECRUITMENT PACK | EVENTS AND LOGISTICS ASSISTANT

You will also be responsible for ensuring that Charity resources are properly maintained and returned to the airbase, replenishing supplies as needed.

Working with the wider team, you will help distribute stocks of Christmas cards and marketing materials as required to outlets throughout Wiltshire and Bath.

You will also support our fundraising team in the delivery of successful events at the airbase and throughout our area.

This role requires heavy lifting and is physically demanding. Manual handling training will be given.

A full clean driving licence is essential as you will be required to deliver event equipment as required within Wiltshire, using the charity's branded vehicle.

During busy periods ad hoc additional hours will be required, so a degree of flexibility is essential.



RESPONSIBILITIES:

Event and Inventory Management

- Maintaining accurate inventory control and associated paperwork
- Distributing resources to our volunteers
- Assisting with the setting up and packing down of events
- Attending events as required
- Acting as the primary point of contact for volunteers while they are attending events
- Keeping a tidy, organised and fully functioning stock room at all times
- Regular stock takes, monitoring stock levels and reporting low levels for timely procurement
- Ensuring that all equipment is in good condition before going out to events. Carry out inspection of goods returned from events, checking for damage, quantity and quality of items returned back from events
- Distributing and collecting Christmas cards and marketing materials throughout Wiltshire and Bath
- Supporting the wider team in the delivery of events at the airbase and throughout our area.
- Loading collections and unloading deliveries
- Using a PC to book in stock, check emails etc

RESPONSIBILITIES:

Driving and Transportation

- To drive the events van in a safe and responsible manner to deliver shop in the box to events and volunteers as required needed
- Travel to meetings and training sessions at our airbase in Semington as required

Administration Support and Training

- Assisting with administration of static tins and collection buckets for events as required
- Maintaining excellent customer service at all times with volunteers, supporters and members of the public
- Be aware of our security procedures and that all policies are correctly followed at all times
- Comply with relevant Health and Safety policies and instructions
- Ensure manual handling guidelines are followed
- Flexibility to work additional hours when required by the Charity, including evenings/weekends
- Participate in training, development and appraisal meetings
- Keep abreast of our fundraising activities and practices
- Build and develop positive internal and external relationships to ensure maximum income for the Charity
- Correctly direct relevant outside enquiries to the Charity office when appropriate
- To fulfil agreed additional duties as are deemed necessary

PERSON SPECIFICATION

Essential knowledge, skills and experience:

- Computer literacy
- Ability to follow instructions and organise workload
- Highly organised, with an eye for detail and accuracy
- Good literacy and numeracy skills
- A fast learner
- Ability to lift and load events equipment and stock
- Full, clean driving license
- Experience of working well with others
- A team player
- Friendly, personable and able to build rapport with a wide range of people
- Focussed, committed and reliable
- Trustworthy and honest
- Resilient and able to work under pressure in a busy environment
- Positive and flexible attitude to work

Desirable knowledge, skills and experience:

- Good general education to GCSE level or equivalent
- Stocktaking and data entry
- Warehouse/stores work
- Customer services experience
- Awareness of the work of Wiltshire and Bath Air Ambulance and a passion for our cause

BENEFITS:

We offer a generous package including 25 days annual leave plus bank holidays (pro rata) and your birthday off, Health Cash Plan, Group Life Assurance (3 x salary, conditional upon still being employed by the Charity), Blue Light Card discounts, up to 6% employer pension contributions, ongoing development, free parking, and access to electric vehicle charging at our airbase.

BASE:

At our state-of-the-art airbase in Outmarsh, Semington, BA14 6JX, with extensive travel to events across Wiltshire and Bath.

TRAVEL:

Being able to drive and having use of your own car is ideal given the location of the airbase and requirements of the role. HMRC mileage allowance will be paid when travelling on work-related business.

FACILITIES:

You will be supplied with equipment relevant to your role.

This job description is subject to review and alteration in light of future change or developments.

HOW TO APPLY

To apply please send us a copy of your CV, portfolio or examples of your work and a covering letter of no more than two pages to:

kellie.chandler@wbairambulance.org.uk.

Your cover letter and portfolio/work examples should demonstrate why you are interested in applying for the role and what skills, experience and qualities you will bring.

For further information about the role please contact:

cas.loudon@wbairmabulance.org.uk.

For further information about our Charity, please visit our website

wiltshirebathairambulance.org.uk/careers.

CLOSING DATE

Midday **Wednesday 28 May**, with interviews taking place on **Wednesday 4 June** in person at our airbase.