



Recycling and Distribution Manager

Position Description

Position Title	Recycling and Distribution Manager
Responsible Council	Parramatta Central Council
Reports To	Retail Operations Manager
Base Location	Kingswood
Primary position objective	The Retail Distribution Manager facilitates the effective operation of the distribution facilities and systems at the Kingswood Distribution Centre for the Parramatta Central Council.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Parramatta Central Council

The Parramatta Central Council (PCC) of the St Vincent de Paul Society, NSW covers a large area from Granville in the south-east, Warragamba in the south, as far out as Blackheath in the west taking in five Local Government areas.

With as many as 100 cultures represented in the area, the demand for assistance is growing and diverse in nature. With the population in Western Sydney predicted to double by 2036 it is expected that demand for assistance will increase.

PCC has: 6 Regional Councils; 47 Conferences; 450 Conference members; ; 450 Youth and Young Adult members; 22 Vinnies Shops; 4 Special Works and over 1000 volunteers.

PCC currently has 21 shops covering Sydney's western suburbs and Blue Mountains areas. The Vinnies shops provide furniture, clothing and household goods to families and people who are in need. Shops are also a valuable resource for people on low incomes, enabling them to buy quality clothing, furniture and other household items at an affordable price.

Kingswood Distribution Centre (DC)

The DC supports the work of Vinnies stores and service delivery to people experiencing disadvantage. The DC:

- Receive goods from the public via collection sites (bins) and Vinnies shops
- Collects bulky goods from members of the public and businesses
- Sort, prepare and warehouse quality donated stock for sale in Vinnies shops
- Supply requested stock to Vinnies shops for sale
- Manage and supply a range of new goods for distribution to people experiencing disadvantage
- Sort goods not required by shops or unsuited for resale, into product suitable for on-sale to recyclers, who supply this product to markets within and outside Australia
- Dispose of goods unsuitable for sale, recycling or on-selling
- Distribute goods to and between Vinnies shops
- Oversee the truck transport network for the whole PCC for retail, donations and emergency relief.
- Assess and improve operations to ensure a constant supply of quality products to retail shops

The Recycling & Distribution Manager is responsible for site management and the related risk management and Workplace Health and Safety management of the warehouse, and within Society protocols and legislative requirements. These functions include:

Site and Financial Management

- Facilitate the efficient running of the DC facility
- Report the monthly sales and expenditure results and implement action where required for the facility
- Implement and ensure high standards for financial processes and internal controls in compliance with PCC and Society requirements
- Ensure that stock and emergency goods levels are adequate for the needs PCC, and support the implementation of procedures to ensure regular stock procurement, sorting and turnover
- Support and implement procedures for the sorting, storage and transportation of stock between shops and recycling and distribution facilities
- Ensure the security and financial probity of the facility assets, petty cash and donated goods
- Liaise with logistics manager on all logistics.
- Initiate action, and report to the Retail Operations Manager, concerning maintenance of the building, fixtures, stock, vehicle, cash and equipment relating to the facility
- Working within budget expenses

Collaborative and management practice

- Manage all workers including employees and volunteers from a range of programs in accordance with the required protocols
- Plan and implement, in consultation with the Retail Operations Manager, the recruitment process of volunteers and employees for the facility
- Responsible for ensuring that all volunteers and employees are inducted into the Society, using the approved training programs, before they commence duties, to ensure the safe operation of the facility
- Responsible for the operation of the DC workers in accordance with the Society's Code of Conduct expectations

- Manage all volunteers including Community Service Orders, Work for the Dole and general volunteers to ensure compliance with external requirements and internal accountability in the performance of work at the DC
- Identify, prepare and/or conduct training for all DC staff concerning workplace issues including equipment, procedures., WHS and Code of Conduct information
- Organise and attend meetings relevant to warehousing , distribution and transport

Risk Management and WHS Compliance

- Manage day to day maintenance of each of the DC facility in accordance with PCC WHS facilities management and WHS procedures and according to the requirements of the PCC Property and WHS Manager
- Responsible, in conjunction with the Workplace, Health and Safety specialist(s) within the PDCC and State Support, for the implementation of safe work procedures within the facilities
- Undertake the role of Safety Leader as part of the Safety Leadership team for PCC including implementation of all site maintenance, critical incident, safe work methods, reporting and safe work culture requirements
- Establish and lead all site specific WHS communications, consultations and meetings, information manuals, noticeboards and other safety activities
- Ensure complete and timely reporting of all complaints, incidents and ongoing WHS reports relating to warehouse function as required by the PCC Property and WHS Manager and all Society policies
- Demonstrate exemplary leadership and maintain a culture of the highest ethical standards in relation to security of donated goods, cash and adherence to all Code of Conduct requirements
- Minimise the loss of time, stock, cash and resources through effective security measures
- Ensure DC and safety equipment is adequately maintained and serviced, inclusive of the relevant keeping record keeping requirements
- Ensure that all policies including Safe Work Practices (SWP) are met or updated on an ongoing basis

Essential Criteria

- Significant experience in leading, managing and supporting a team
- Experience in implementing financial management and procedures
- Proven planning, multiple task management and coordination skills
- Proven interpersonal and communication skills
- Proven ethical practice within the workplace
- Computer proficiency in Microsoft Office Suite
- Experience in implementing risk management requirements
- Understanding of the principles of volunteer management
- Willingness to adhere to the mission and ethos of the Society

Desirable Skills

- Experience in warehouse and distribution management
- MR Truck Forklift Licence or capacity to undertake training
- NSW Driver's Licence
- Relevant Qualifications

The St Vincent de Paul Society is an Equal Employment Opportunity Employer