

Job Title:	Team Leader
Responsible To:	Depot Manager
Contract Type:	Permanent
Salary:	£23,000-25,000
Location:	Poplar, East London
Hours of work:	37.5 hours per week, Shift basis – 5 days out of 6. Any 7.5h between 07:00 and 19:00. Occasionally we will operate on Sundays.

About The Felix Project

The Felix Project is London's biggest food redistribution charity and the largest end-to-end food redistribution charity in Europe.

Our vision is a London where no one goes hungry and good food is never wasted.

We rescue surplus food from businesses, supermarkets, restaurants and farms. This food is nutritious, in-date, and safe and includes a high proportion of fresh vegetables, fruit, meat and fish. If we did not rescue this food, it would be at risk of going to waste. Instead, we deliver it free of charge to London charities, schools, food banks, COVID food hubs and other organisations serving people in need. Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly and keyworkers.

We were founded in 2016 in memory of Felix Byam Shaw, by his father, entrepreneur Justin Byam Shaw.

Duties and Accountabilities

The role is subject to a degree of flexibility but initially the Team Leader will be involved with the following activities:

- Manage daily work plan
- Stock control, quality and rotation
- Supervise, train and develop volunteers
- Full adherence to Health & Safety and Food Safety policies and procedures
- Going out on the food delivery/collection routes, driving or co-driving as and when needed
- Other general office support (filing, cross-checking files)
- Support with various projects as they occur

Person Specification

The Felix Project recognises the positive value of diversity and is committed to creating a diverse and inclusive workforce. We encourage applications from all suitably qualified or experienced individuals, regardless of their race, gender, biological sex, disability, religion/belief, sexual orientation or age.

To help us with our depot operations at we are seeking a Team Leader with exceptional organisation skills, excellent people skills, attention to detail and a positive 'can do' attitude'. Ideally, you will have a background in warehousing or other operational roles, however, we are willing to train people who are passionate about our cause, have an excellent work ethic, and have strong customer service skills.

Essential Criteria

- Warehouse experience in FMCG sector or similar
- Experience in leading a team in the warehouse environment
- Ability and willingness to work in a busy environment
- Ability to work within a team of varied individuals with a positive attitude
- Meticulous organisation skills and attention to detail
- Good communication skills
- Willingness to engage in physical work as part of your daily job
- Full UK Driving Licence (with no more than 6 points) held for at least 1 year – over 21 for insurance purposes

Desirable Criteria

- Proactive, with an eye for problem solving and continuous improvement
- Flexibility in terms of working hours
- Confident to drive one of our vans
- Good PC skills, particular Microsoft Office
- Committed to reducing food waste and fighting food poverty
- Fork Lift license

This role is primarily located at our Poplar depot, East London. You may be asked to occasionally work in one of our other locations as part of your duties.

Application procedure

Please send your CV with a covering letter demonstrating your suitability for the role to recruitment@thefelixproject.org with 'Team Leader' in the subject. This role is available immediately.