



We need great people to be a part of a retail store that delivers more.

Distribution Centre Assistant



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We're the Scout Store Team. We're doing great, but you can help us do better.

Do you want to join a fast-paced business undergoing an incredible transformation? Join Scout Store now. We're bringing Scout Store's brand from a niche market to the national stage. We're building a consumer focused ethical and sustainable brand able to compete with any high-street retailer. Be part of this amazing journey.

We're an ambitious digital business fundraising for a charity. We're constantly looking at ways to improve our customer experience at every touch point, putting our users at the heart of every decision we make. Does this sound right for you? Join our team and you'll be pleasantly surprised by our great culture and team.

Scout Store is constantly changing and evolving as a company, to adapt and meet the retail's market needs and standards. Everyone has a voice, every idea and every suggestion is listened to and considered. Your potential to influence how the business really has no limit.

We're all about supporting and trusting you to do your job to the best of your abilities. You'll have freedom and flexibility, the opportunity to make a visible difference within your team, your department and in young people's lives as well as grow professionally. We believe in leading by example and that a thriving team helps us all develop.

Scout Store is not all about business: a happy team is the key to success. We've got a Social Committee that organises monthly team building events: staff quizzes, payday gatherings and more.

A brilliant place to work, we all dress casually, help each other, and take pride that every pound of profit we make goes back into supporting Scouts and our Skills For Life strategy.

Mike Hicks
Senior distribution supervisor

Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds, as well as disabilities and those from the LGBTQ+ community. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

We were voted Charity of the Year in 2022 and we are accredited with Investors in People Gold Standard.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Carl Hankinson, UK Chief Volunteer



Aidan Jones, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.' Carl Hankinson, UK Chief Volunteer

What's in it for you?

You'll be helping change young people's lives. But what else is there for you?

- Work in a way that suits you, your role and your department.
- Be proud to say you're part of a team with Investors in People (Gold)
- Plenty of opportunity for learning and development.
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go camping).
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by beautiful surroundings - our Lancing office being just five minutes from the sea (that means lovely lunchtime walks along the beach).
- Be part of a team that believes having fun's important too, with regular culture huddles, team and charity days creating a great informal work environment where you'll get to build great relationships.



Chief Scout, polar explorer and TV presenter, Dwayne Fields, (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London.

Want to know more?

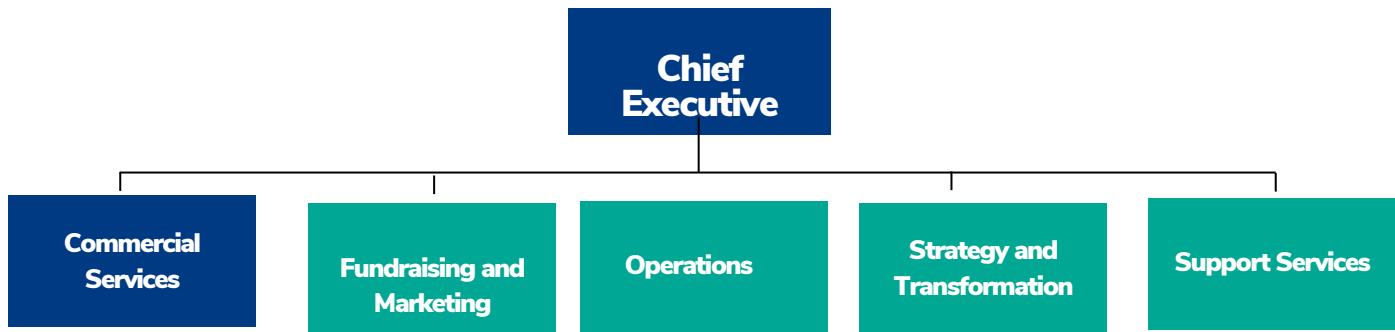
Check out our [benefits page](#)

Visit our [Scout Store | The Shop for all your Scouting essentials and more](#)



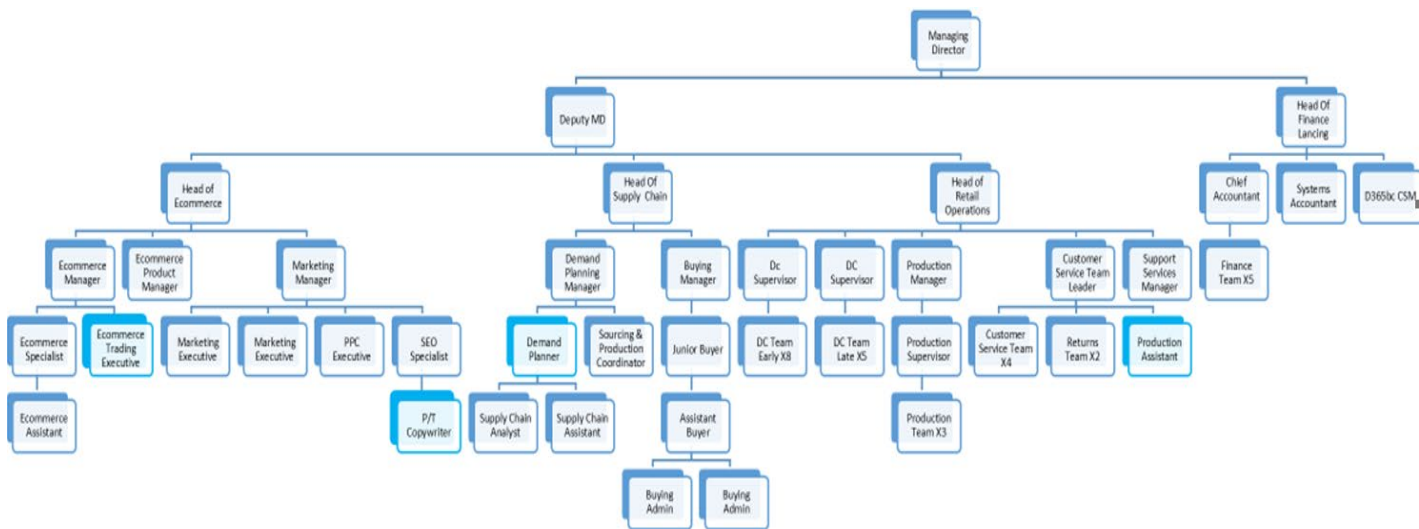
How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



Commercial Services Directorate				
Scouts Store Managing Director	Scout Adventures Head of Scout Adventures	Heritage Head of Heritage	Unity Insurance Managing Director	Facilities Head of Facilities

Scout Store Structure:



About the role

Responsible to:	Senior Distribution Supervisor
Department:	Distribution Centre
Base location:	Shoreham-by-Sea, BN43 6NZ, West Sussex
Role supports hybrid working:	No
Term:	Permanent
Salary:	£25,427 per annum, Band A Dis, Level 3.
Hours:	35 hours per week
Line management responsibility:	None
DBS:	Basic

What's expected?

To work as part of a team which are responsible for the smooth running of the warehouse/ distribution centre and the movement of merchandise.

Key accountabilities

- To assist in the loading/unloading of suppliers/carriers vehicles, as well as the checking and locating of such merchandise that the suppliers have delivered.
- The checking, packing and dispatching of goods to customers, suppliers and postal services.
- The locating, relocating and repacking where appropriate, of merchandise returned from customers.
- Maintaining accurate systems, checking administration, packing and dispatching of goods to customers.
- The collection of the Company's goods and post from all departments situated at Lancing.
- To use, clean and carry out daily checks on fork lift truck as listed on truck.
- To assist in keeping Distribution Centre and adjoining areas in a clean and tidy condition and to comply with health and safety statutory requirements.
- To undertake all necessary training and personal development required to ensure the better performance of duties.
- To carry out any other duties as directed by Distribution Manager, Senior Distribution Centre Supervisor to the level of the post.

Skills and abilities

- Track record of delivering to fast deadlines
- Good communication skills
- Quick troubleshooting / problem-solving abilities
- Establishing and maintaining interpersonal relationships – developing constructive and cooperative working relationships with others and maintaining them over time
- Ability to work in a team environment
- Ability to work under pressure

Knowledge, experience and qualifications

- No relevant experience required, full on-the-job training will be provided
- Knowledge of operating a forklift, or willingness to complete forklift training
- Knowledge of workplace first aid, or willingness to complete first-aid training
- Ability to use a logical approach to tasks

Personal qualities

- Team player, flexible and responsive to the needs of colleagues
- Pro-active, motivated by positive results, with a confident and enthusiastic attitude
- Reliable and trusted, with the ability to build confidence in others
- Demonstrates integrity and sets a positive example
- Committed to personal development and open to progression



Equity, Diversity & Inclusion

The Scouts is an equal opportunities employer and we are committed to fostering an inclusive environment where everyone feels valued and empowered to contribute. We offer flexible working arrangements to support diverse needs and lifestyles, ensuring that our teams can thrive both professionally and personally. We welcome and encourage applicants from all walks of life, believing that varied perspectives strengthen our innovation and community. Your unique experiences and ideas are essential to our success, and we look forward to hearing from all voices.

How to apply

Before making an application, please make sure you've read the **Recruitment and Selection Policy**.

Please submit an application via **our jobs page** by **11:59pm on Monday 31st August 2026**.

To help us monitor the application of our **Equality, Diversity and Inclusion Policy**, we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Interviews will be held **week commencing 7th September 2026**;

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact recruitment@scouts.org.uk to set up a call or virtual meeting.