

Distribution Manager
Salary: £29,375 (pro-rata if part-time)
Location: Carlisle, UK
Contract Type: Permanent Full-Time
(Part-Time of 30 hours a week considered)

Would you like to be involved in supporting a global organisation to achieve its aims, in making a difference across the world?

The Langham Partnership is a global movement working to equip and resource the church across the world.

In the position of Distribution Manager, you will have a varied role as part of a small and committed team involved in the distribution of books to colleges, retailers and individuals throughout the world. The job entails many different aspects of Distribution work including: overseeing and prioritising the work of the department, stock management, supplier liaison, database management, payment authorization, and health and safety. The role and responsibilities of the successful candidate on a day-to-day basis will include being an active member of Langham Literature's senior leadership team, meeting with suppliers, interacting with other areas of Langham Partnership's work, and being "hands-on" as required in both the customer service and warehouse aspects of the department's work.

The successful candidate should have administrative skills, an ability to prioritise their work, a good attention to detail, and a willingness to be involved in all aspects of the department's work. The successful candidate should preferably have experience of distribution management. Full training will be given on specific aspects of the role, including using our bespoke database.

Due to the nature of this role and its position within the organisation, there is a genuine occupational requirement for the successful candidate to be a practicing Christian.

If this role appeals to you then please get in touch – we would love to hear from you.

Information about Langham Partnership

Our vision:

Langham's vision is to see churches across the world equipped for mission through the ministry of pastors and leaders who believe, teach and live by the Bible. 61% of the world's Christian believers reside in the non-Western world. Langham works in the hard places of poverty, pressure and potential.

Who we are:

Langham Literature is one of 3 divisions of Langham Partnership. We provide books to Bible colleges and seminaries around the world, equipping them so that they can equip the next generation of pastors, teachers, and leaders. We do this through publishing, distribution, and supporting writers and publishers.

The work in Carlisle is based at the Langham Service Centre on Lancaster Street, which was purpose-built in 2021. A growing team of around 18 people currently work from this location.

Further information on Langham Partnership's work can be found at: <https://uk.langham.org>

The successful candidate would be employed by Langham Partnership (UK and Ireland), which is a charitable company limited by guarantee.

Job Description

Overview of Role

Reporting to the Director of Langham Literature and as a member of the Langham Literature Leadership Team the Distribution Manager has responsibility for and oversight of all aspects of Langham Literature's distribution activities from the Carlisle Service Centre. This includes line management of the Customer Service and Distribution Assistant and the seasonal Distribution Assistant.

Tasks and responsibilities

Management, oversight and involvement in all aspects of physical book distribution from the Carlisle Service Centre, including but not limited to:

- Order processing: manage order priorities to ensure all orders are processed and dispatched in a timely manner, assisting with both Customer Service and Warehouse tasks if required
- Shipping: manage the relationship with different shipping companies for both export and import of goods, ensuring all relevant paperwork is completed and that the best shipping method is used, within the margins available, to meet the requirements of each order
- Stock management: ensure optimal stock levels of Langham Publishing titles re-ordering from the print-on-demand supplier as required and liaising with the Publishing team regarding larger print runs
- Consignment stock: manage the relationship with publishers and other organisations, ensuring optimal stock levels for titles we hold on consignment from other publishers, and the invoicing

of sales and the reconciliation of stock figures for Langham Publishing titles held on consignment by other organisations

- Third-party storage: manage the relationship with third-party organisations where we are storing and distributing their titles, ensuring invoices are raised on a monthly basis for the related charges
- Print-on-Demand sales: on receipt of the relevant reports process sales orders for third-party sales of Langham Publishing titles in both physical and electronic formats
- Database management: oversee and ensure the database is accurately maintained as it relates to suppliers, customers and stock
- Supplier payments: process, check and approve the payment of all supplier invoices from publishers, freight companies and other suppliers, liaising with the Finance department to ensure payments are made within the applicable credit terms
- Debtor control: review the customer debtor report on a monthly basis, ensuring outstanding debts or credit balances are followed-up on as required. Oversee the processing of customer payments
- Warehouse supplies: monitor the stock levels of non-book supplies required in the warehouse (e.g. boxes, packaging materials, etc.) and order new supplies as needed
- Health and safety: ensure the warehouse complies with all relevant health and safety requirements and actively promote a culture of health and safety within the warehouse
- Internal liaison: work with other departments within Langham Partnership as they interface with the distribution activities (e.g. facilitating mass mailings, providing data and information to Programme Liaison, etc.)
- Any other reasonable task as required by the Director of Langham Literature and the overall needs of the organisation

Person Specification

The table below sets out the essential and desirable criteria for the role.

Essential	Desirable
Experience	
Experience of distribution management, involving multiple tasks on a daily basis	Experience of operating at a senior management level in a multi-faceted international organisation
Proven people management	An understanding of logistics and international shipping
Budget setting and management	
Qualifications	
Educated to at least A level, with 5 GCSE (or equivalent) at grades 9 to 4 (A* to C), including English and Maths	Degree level education
Competencies	
Excellent computer skills, including the use of bespoke software	Understanding of basic written French

Excellent communication skills both written and verbal	
Ability to prioritise work, forward plan and meet deadlines	
Good attention to detail	
Other qualities	
Self-motivated with the ability to be proactive, use initiative and to work independently, as well as being able to motivate others and to work as part of a team	
Commitment to the aims and faith position of Langham Partnership	
A high level of personal and professional integrity	

Salary and Other Benefits

Remuneration:	£29,385 per annum. Pro-rata for a part-time role.
Hours of work:	Full time is 37.5 hours per week 8.30 a.m. to 4.30 p.m. Monday to Thursday and 8.30 a.m. to 4.00 p.m. on a Friday, with 30 minutes unpaid lunch break each day
Place of Work:	Langham Service Centre, Lancaster Street, Carlisle. CA1 1TF.
Travel	Some travel will be required but this is infrequent (possibly twice per year) and a good period of notice would be given.
Holidays:	25 paid working days in addition to UK public holidays and those working days falling between Christmas and New Year. Pro-rata for a part time role.
Pension:	LPUKI will pay pension contributions equivalent to 8% of your salary.

Christian commitment (Genuine Occupational Requirement)

This position carries membership of Langham Literature's senior leadership team and therefore the requirement to act in an ambassadorial role for Langham. The post holder will be required to demonstrate Christian commitment and an obvious attitude, motivation and devotional rhythm as a result of their faith. Our Staff Handbook expresses this:

As this attitude and motivation come only from a relationship with Christ, it becomes a Genuine Occupational Requirement (GOR) that most of our staff are committed Christians. Roles that have significant leadership, or that are central to fulfilling our aims and purposes, or developing and maintaining our Christian ethos, will always be held by committed Christians. There are other roles that have key spiritual elements that can only be carried out by a committed Christian. It is also essential that these attitudes and behaviours continue, so we expect our staff to act in good faith and with loyalty to that relational ethos and to evangelical Christian standards of behaviour. Failure to do so may result in disciplinary action.

All job offers are subject to receipt of satisfactory references.

Application Process

To apply for this role please email Hani Hanna (Director of Langham Literature) (hani.hanna@langham.org) a completed application form. You can find the application form at <https://uk.langham.org/get-involved/job-vacancies/>. The closing date for applications is Friday 4th April 2025.