

<b>Job Title:</b>	<b>Milk Bank Laboratory Technician</b>
<b>Location:</b>	Hearts Milk Bank, at Gossoms End Health Centre, Berkhamsted
<b>Hours:</b>	Full time or part time (30 hours minimum), flexible working possible. Role will be Monday to Friday; occasional out-of-hours work may be required
<b>Contract:</b>	Permanent contract after the completion of an initial 6-month probation period
<b>Reports to:</b>	Laboratory and Technical Lead
<b>Salary:</b>	£19,968 to £24,627 for between 30 and 37 hours per week
<b>Applications:</b>	CV and cover letter to <a href="mailto:info@humanmilkfoundation.org">info@humanmilkfoundation.org</a>
<b>Closing date:</b>	<b>4th November.</b> <i>We reserve the right to close the vacancy ahead of the closing date if we receive sufficient applications. We therefore recommend submitting applications early.</i>

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## Role summary

The Human Milk Foundation is looking for a laboratory-based technician to support the operation of the Hearts Milk Bank.

Working closely with the support and logistics teams, as well as other laboratory staff and volunteers the Lab Technician will play an integral role in the day-to-day operations of the milk processing laboratory, including milk tracking, pasteurisation, quality control, nutritional analysis and packaging.

You will be an important part of a dedicated and supportive team. The Human Milk Foundation aims to be a nurturing environment which focuses on personal development and we encourage developing independence and autonomy alongside the support of senior team members.

You will need to have an interest in understanding of the work we do at the Human Milk Foundation and Hearts Milk Bank and the role in supporting infant and maternal health that milk banking plays.

Support will be offered in the form of training, supervision and regular opportunities to gain new skills. Experience in a food facility or laboratory would be helpful but is not essential.

This role offers variety in day-to-day activity across a range of areas:

1. To contribute to the smooth running of every aspect of donor milk processing, ensuring the highest standards of quality are maintained throughout.
2. To support the administration and logistics of milk coming in and out of the milk bank.
3. To input and maintain information relating to donor milk records.
4. To maintain and monitor excellent information systems, particularly using the in-house tracking and tracing systems.

5. Over time, to support the training of volunteers and new members of the charity's team.
6. Maintaining good communication with the laboratory, administrative and lactation teams.

### Key roles and responsibilities:

- Registration of donated milk arriving at the milk bank.
- Maintaining accurate records, stock rotation and location management to prevent wastage and enhance efficiency.
- Preparation of donor human milk and laboratory spaces for pasteurisation.
- Pasteurisation of donor human milk.
- Nutritional analysis of donor human milk.
- Preparation of microbiological samples.
- Operation and routine daily maintenance of key equipment in the milk bank, including pasteurisers, nutritional analyser, Class II biosafety cabinet, fridges, freezers, etc.
- Maintaining accurate records relating to each pasteurisation cycle and milk storage conditions.
- Preparation and cleaning of all workspaces.
- Monitoring levels of key supplies and initiating orders.
- Liaising with lactation team regarding stock demand.
- Ensuring the confidentiality of records and hospital information at all times.
- Supporting the team in identifying, developing and implementing opportunities to improve the milk bank service.
- Supporting new and ongoing research studies.

### Key responsibilities

- Ensuring milk is maintained to the highest quality standard at every stage of its processing.
- Escalating any issues promptly and appropriately.
- Regularly meeting with and informing your line manager regarding service status and any issues of concern, particularly tracking and pasteurisation issues.
- Using initiative to maintain and improve efficiency within all aspects of donor milk processing, including communication with other teams within the Hearts Milk Bank and Human Milk Foundation.
- Supporting team members.

Roles in the Human Milk Foundation may flex or change over time. Some elements of this job description may develop and others may be less relevant as the organisation changes and in line with any developing career interests of the successful candidate.

To apply, please send your CV, details of two referees and a covering email, to [info@humanmilkfoundation.org](mailto:info@humanmilkfoundation.org). Informal enquiries and virtual or in-person tours to meet the team are encouraged. Informal enquiries should be directed to: [mike@humanmilkfoundation.org](mailto:mike@humanmilkfoundation.org).

## Person specification

<b>Requirements</b>	<b>Essential (E) Desirable (D)</b>
Candidates/post holders will be expected to demonstrate the following:	
<b>• Education</b>	
• A-levels or equivalent including at least one science-related subject	<b>E</b>
• Degree level subject in healthcare related area, or equivalent	<b>D</b>
• Food handling certification	<b>D</b>
<b>Knowledge &amp; Experience</b>	
• A background in food preparation or laboratory work	<b>D</b>
• An understanding of donor milk use and impacts of infant feeding	<b>D</b>
• Can provide evidence of excellent communication skills and the ability to deal with a wide range of people	<b>E</b>
• Ability to operate in a busy environment.	<b>E</b>
• Detail-orientated approach to work, with multitasking abilities	<b>E</b>
• Maintaining confidential records within GDPR requirements	<b>E</b>
<b>Skills &amp; Abilities</b>	
• Ability to prioritise work to drive efficiency	<b>E</b>
• Hygiene and food handling training	<b>D</b>
• Attention to detail and meticulous approach to work	<b>E</b>
• Able to produce positive solutions under time pressure	<b>E</b>
• Excellent computer literacy, including web tools, including Office and Google suites	<b>E</b>
<b>Personal Qualities</b>	
• Motivation to help drive milk banking services forward, maintaining the highest of standards and respect for the team, beneficiaries and aims of the charity	<b>E</b>
• A willingness to learn new skills and responsibilities	<b>E</b>
• Focus on doing work to be proud of and take responsibility for tasks undertaken	<b>E</b>
• Be an independent decision-maker where appropriate but know when to ask for help.	<b>E</b>



## Charity overview ad

The Human Milk Foundation (HMF) is a charity based at the Gossoms End Health Centre in Berkhamsted, Hertfordshire. Our goal is to support more families to feed their babies with human milk, through education, research and the supply of donor human milk.

We operate the UK's first independent, non-profit human milk bank - the Hearts Milk Bank (HMB, [www.heartsmilkbank.org](http://www.heartsmilkbank.org)) providing donor human milk to neonatal intensive care units across London, the southeast, south Wales, Northumbria and East Anglia.

Much like donated human blood, there are situations where donated human milk can be lifesaving. Premature babies are very vulnerable and at risk of infections and life-threatening conditions such as necrotising enterocolitis (NEC), which causes some or all of the bowel to die. Mothers who have given birth early are sometimes unable to produce enough of their own milk straight away and can be very unwell themselves, so donor milk is vital in protecting baby during the first days and weeks after birth; it allows mum the time and support to establish her own milk supply.

The HMF team recruit milk donors who undergo blood tests and a detailed lifestyle and health questionnaire before donating milk. Donor milk is collected from donors by volunteer SERV ("blood-biker") volunteers and delivered to the milk bank where it is heat-treated (pasteurised) to destroy potentially harmful bacteria and viruses, checked by microbiologists to make sure that there is no bacterial contamination and stored frozen. The milk is collected and delivered to hospitals and to mothers in the community who cannot breastfeed such as those with cancer, HIV or lack of breast tissue. The HMB has recruited over 2,000 milk donors in the past 3 years and supplied donor milk to feed 1000s babies cared for in over 50 neonatal units. We have also supported more than 700 families in the community, including mothers who are establishing their own milk supply and mothers with cancer. The HMB is also a recruitment centre for a range of research projects in association with Imperial College London.

The Human Milk Foundation has a small team of dedicated individuals with a broad set of skills across medicine, lactation support, milk banking, research, design and communications. We all have a great passion to make change to improve the health of future mothers and babies and to give mothers the support they need to be able to feed their babies, and new members of the team should share that passion.

***The HMF is committed to promoting equal opportunities in employment. You and any job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (Protected Characteristics).***