

# Job Description



<b>Job Title:</b>	<b>Temporary Van Driver (6 months)</b>
<b>Location:</b>	<b>Flint</b>
<b>Responsible to:</b>	<b>General Manager</b>
<b>Responsible for:</b>	<b>Van Assistants / Volunteers</b>
<b>Number of hours per week:</b>	<b>37.5 hours</b>
<b>Salary:</b>	<b>£18,350</b>

## Purpose of the job

Our Van Drivers will provide driving and transport responsibilities for both delivery and collection of Goods. Acting as a representative of Refurbs Flintshire, they will interact with customers in a courteous and respectful manner, ensuring that the organisation provides a high level of customer service in a timely manner. They will ensure people and stock are transported safely and securely and that all legal and health & safety requirements are met. Health & Safety responsibilities will include ensuring any required paperwork required in order for the business to operate efficiently is completed and presented daily. In addition they will provide support to the logistic team with physical moving & lifting furniture and cleaning as required.

## Summary of main responsibilities

### Driving

- Ensure on a daily basis that the vehicle is in a legal and proper condition to be used and that van weights are adhered to
- Ensure all people transported are transported safely and securely
- Ensure all furniture is stored and restrained properly and safely
- Keep all navigation equipment secure and ensure it is used effectively

### Supporting Activities

- As an essential member of the team to provide moving, lifting and handling support to ensure items are carried and transported safely
- To support teams in clearing and cleaning as required to ensure the job is completed in a timely and professional manner
- Disconnect household appliances such as dishwashers and washing machines where required
- Ensure that the vehicle is cleaned and sanitised each day after use
- To undertake any reasonable requests from line management that ensure the organisation operates efficiently

**Administration**

- Ensure any paperwork is completed accurately and handed to relevant person daily as required

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Over 25 with minimum 3 years driving licence</li> <li>• Multidrop driving experience in a luton style van of large items.</li> <li>• Knowledge of the reuse/upcycling industry</li> <li>• Using a sat nav</li> <li>• Completing delivery and collection paperwork</li> <li>• Working directly with the customer</li> </ul>	<ul style="list-style-type: none"> <li>• Use of taillift</li> <li>• Good local geographical knowledge</li> <li>• Experience within charity sector</li> <li>• Knowledge of furniture brands</li> </ul>
<b>People</b>	<ul style="list-style-type: none"> <li>• Commitment to equality and diversity.</li> <li>• Ability to engage and work with people at all levels, in a variety of organisations with an approachable and positive outlook.</li> <li>• Experience of supervising staff and/or volunteers.</li> </ul>	
<b>Judgement &amp; Initiative</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and lead and work as part of a team.</li> <li>• Confident, enthusiastic and self-motivated.</li> <li>• Ability to plan and prioritise workload effectively to meet set deadlines.</li> <li>• Good organisational skills</li> <li>• Confident and enthusiastic.</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> <li>• Ability to work with individuals at a variety of levels</li> <li>• Ability to represent the organisation professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to communicate through the medium of Welsh.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Able to work effectively under pressure</li> <li>• Physically fit to lift and move large furniture</li> </ul>	
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of confidentiality.</li> <li>• Ability to manage sensitive and confidential information in an appropriate way - this role regularly works with or has access to sensitive information of a personal, financial or operational level</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Appreciation and understanding of Welsh heritage and culture.</li> <li>• Full clean driving licence</li> </ul>	

