

Job Description

Job Title: Warehouse Driver

Grade: Band 2

Shop Location: The Furniture Hub/ Field Based.

Organisational Arrangements

Accountable to: The Furniture Hub Manager and Area Manager

Other Accountabilities: Head of Retail

Role Summary

Working as part of the Furniture Hub team, within the Retail Team of staff you will be responsible for overseeing the administration of the Furniture Hub warehouse; which will require lifting and moving of stock, including furniture, loading and unloading vans.

The collection and delivery of donations from supporters' homes is part of the role, as well as driving our Hospice vehicles to help and support the retail operations across all shops within our geographical area.

Checking the roadworthiness of the delivery vehicle and also ensure that the drivers log is completed on a daily basis.

Please note that applicants are required to be over the age of 25 (this is a condition of our vehicle insurance)

Key Responsibilities

- You will assist in the storage, organisation, and distribution of goods and will support other areas of the charity in transporting goods and equipment as and when required.
- In liaison with the Furniture Hub Manager ensure prompt and courteous collection of donated goods and delivery of stock to all retail shops. Maintain accurate documentation of deliveries and collection.
- Develop stock control process of existing and new goods, to assist the control of a smart and efficient warehouse facility; to ensure effective flow of stock distribution to shops.
- Open, sort, and store stock in accordance with Hospice procedures.
- Co-ordinate volunteer drivers in line with the needs and demands of stock delivery/ collection, and requirements from the Hospice.
- Ensure required vehicle maintenance checks are completed and reported; ensuring problems, regular maintenance, and renewal of MOT certificates and insurance are brought to the attention of the Facilities Team.
- To be an ambassador for the Hospice by promoting and encouraging support for the work of Dr Kershaw's Hospice. Maintaining courteous relationships with team members, colleagues, donors, businesses and customers and have a sympathetic attitude towards bereaved families.

- To deputise for the Furniture Hub manager in their absence.
- To speak with customers and help facilitate sales where appropriate.
- Carry out any other duties appropriate to the position

Health and Safety/Security

1. To be familiar with all requirements of the Health and Safety at Works Acts and the Hospice Health & Safety policies and regulations applicable to the post.
2. To co-operate actively with the nominated Health & Safety person in achieving the aims of the Hospice Health & Safety Policy, Fire Regulations, related issues and various procedures and ensure the legal requirements are met.
3. To take responsible care the health and safety of themselves and of others who may be affected by their acts or omission, and comply with the Health and Safety legislation.
4. To wear appropriate safety clothing and use appropriate safety devices as requires, and not to interfere with or misuse anything which is provided in the interests of health and safety.
5. To report and co-operate with the investigation of all incidents and accidents that have led to or may lead to injury and to report all hazards or shortcoming in the protection arrangements.
6. To ensure as far as predictable that all materials used within the Hospice and its subsidiaries for fundraising activities are properly stored, used and disposed of and that any items of equipment are properly tested, used, maintained and repaired as necessary.
7. To oversee appeals and event Risk Management Assessments and ensure outcomes are acted upon.

Volunteers

Dr Kershaw's Hospice is generously supported through its active volunteers who work alongside employees of the Hospice, across all departments, helping to fulfil the needs of the services.

As part of all roles at the Hospice, it is expected that all post holders commit to assisting and supporting volunteers to perform their roles to the best of their ability. In addition, it may be required of the post holder to act as a volunteer lead if identified with the Volunteer Co-coordinator, as appropriate.

Education & Training

1. Participate in the Hospice appraisal system.
2. Maintain high professional standards and continue own personal and professional development.
3. Assist in teaching and supervision of other members of staff and volunteers.
4. Participate in the orientation of new staff.
5. Attend all mandatory training/update sessions.

General

1. **Confidentiality** - It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.
2. **Equal Opportunities** – The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.
3. **Health and Safety** – Staff must ensure they are familiar with the requirements of the Health and Safety Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.
4. **Safeguarding** – Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospice safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

Due to the nature of the organisation you will undertake any other reasonable tasks or duties that are deemed to be within your capability, to meet the needs of the organisation's services and/or directed by a senior manager to whom you have a reporting relationship.

PERSON SPECIFICATION

JOB TITLE: Warehouse Driver

Note to applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

KEY: E = Essential D = Desirable A = Application I = Interview P = Practical S = Short listing criteria		
Requirement	Essential/ Desirable	Assess from:
Education & Qualifications		
Educated to A-level standard or equivalent, and /or have substantial relevant work experience to a minimum of 5 years	D	A, S
Experience & Knowledge		
Proven experience in meeting income targets and KPIs	D	A, I, S
Proven experience of actively engaging with members of the public on all levels	D	A, I, S
Experience in monitoring and evaluating projects	D	A, I
Experience in managing data on retail systems and good knowledge of GDPR	D	A, I
Experience of working in the charity sector	D	A, I
Significant experience of working with and to a wide range of financial and non-financial KPIs	D	A, I,
Up-to-date knowledge of best practice within the charity sector/ charity retail generally and particularly changes to communications, legislation, and codes of practice.	D	A, I
Experience of building effective relationships with key internal and external stakeholders and customers	D	A, I, S
Strong interpersonal skills – the ability to build good relationships across all levels of the organisation and externally	D	A, I
Personal Attributes		
Full clean driving licence	E	A, I, S
Ability to drive Hospice van	E	A, I
Committed to equal opportunities, anti-discrimination, anti-oppressive policy and practice and social inclusion	E	A, I, S
Works in an empathetic and sensitive way at all times, particularly when in contact with or distributing information to/on behalf of Hospice families	E	A, I
Able to work as part of a team and on own initiative	E	I
Enthusiastic and self-motivated	E	A, I
Application of creative and lateral thinking, combined with good problem-solving skills	E	A, I, P

Ability to work on a number of competing high priority projects, using different disciplines, at once	E	A, I, P
Ability to work sensitively with people of differing viewpoints	E	I,
Excellent communication skills with an excellent standard of written and oral English	E	I, P
Strong IT, digital and administrative skills	D	I, P
Pro-active and a self-starter	E	I
Ability and willingness to work flexibly including weekend work	E	I
Able to travel on occasion in course of carrying out duties where needed	E	A, I