

Job Description – Outreach Van Driver

**2 x Posts Available**

**Post 1**. 1st year salary - 6 months. 37 Hours a week for 6 months. Further funding for 3 years (£9,995pa) Based on Minimum Wage

Post 2 1st year salary - 6 months. 21 Hours a week for 6 months. Further funding for 3 years. (£7,322pa) Based on Minimum Wage

**Start Date**: **Anticipated Start Jan 2021**

**Reports to: Operations Manager/ Business Development Manager**

**Location: TRAC Offices Church Avenue/ Folly Lane Trevethin NP4 8DH**

**Job Purpose:** The collection of goods to and from the localised offices and retail shop. Liaise and be the face of the charity in collections from homes working with individuals and families in need.

**Key Responsibilities or Duties:**

1. To ensure that all requests for collection and delivery are approached with care, efficiency and co-operation.

2. To collect donated goods, including items of furniture, from members of the public’s homes and deliver back to the main office storage unit ready for repair.

3. To deliver purchased or donated goods, including items of furniture and white goods, to the homes of members of the public following TRAC charities procedures.

4. To move goods between various homes/premises/storage/ shops as requested.

5. To make sure that vehicle checks are performed daily before and after use and to escalate any issues.

6. Responsible for ensuring the van is refuelled, clean and tidy for use

7. To report any incidents, accidents, or near incidents to the Operations/ Business Managers as soon as possible, following the correct guidelines.

8. To attend meetings on a regular basis with Operations/ Business Managers

9. To undertake house clearances as directed by the Operations/ Business Managers

10. Have or be willing to undertake training into becoming qualified in Portable Appliance Testing

11. Undertake relevant training which will increase the participant’s knowledge of Mental Health, Domestic Violence and Poverty

**Special Requirements**

* **Clean Driving License and the capability / qualification (to drive a Transit / Luton vehicle) Ordinary B Category licence up to 3.5 tonne with at least 2 years driving experience**
* **DBS Desirable but not essential**
* **PAT Testing desirable but training given**
* **The job is very manual. Lifting, delivering and collecting large furniture pieces (house clearance etc.) Physical fitness is a requirement for these roles**
* **Requirements to occasionally work outside of standard office hours, with prior agreement with line manager**
* **Caring and personable demeanour with a customer focussed outlook**

**Personal Development**

All staff and volunteers in the Charity are encouraged to contribute to identifying and meeting their own job-related development needs. This will be achieved through a variety of processes including regular 1-2-1’s with Line Managers or senior colleagues, annual appraisal and development reviews.

All employees are subject to an annual appraisal and to maximise the benefit from this process the employee must engage fully in the review and agree with their Line Manager organisational, team and personal objectives.

Each employee must co-operate and attend all appropriate mandatory and statutory training as required by the organisation and /or their professional bodies.

**Health and Safety**

All staff have responsibilities to ensure that our working environment continues to be a safe, secure, healthy, and fulfilling place to work.

Employees of TRAC are required to work in line with the Health and Safety Policy to ensure not only their own health and safety, but that of others too.

**Governance**

Ensure TRAC policies and guidelines/safe operating procedures are followed and implemented.

Work to monitoring systems to ensure compliance with TRAC policies and procedures.

**General**

At the heart of our strategic vision, our “One Team” approach aims to support creative and flexible responses from every member of our workforce in order to benefit each and every person using our services, from clinical care, retail, fundraising, education and the support services. There is an expectation for everyone to support colleagues beyond their own team.

Ensure that all within the team have a grasp of the TRAC’s structure, values and purpose and have opportunities for involvement in its further development.

Ensure the maintenance of confidentiality in respect of staff, volunteer and client records and all privileged information relating to the services of the Charity, its patients, staff, and volunteers and particularly of the area for which directly responsible.

Promote and foster TRAC’s reputation and standing within the community and with private, statutory and voluntary sector agencies and organisations.

Undertake any other duties which may be reasonably required.

All staff must be sympathetic to and able to project the philosophy and concept the charity.

This Job Description may change and the duties listed are not exhaustive, but such change will only be made following consultation between the (relevant) "Manager" and the post holder.

**Applications are invited for candidates who meet the Special Requirements sections and who have a passion to help people.**

**Application forms and a Job Description are available on the TRAC website** [**www.trac2.org.uk**](http://www.trac2.org.uk)

**Applications are invited by completed forms and can be emailed OR returned to the TRAC offices Church Avenue/ Folly Lane Trevethin NP4 8DH**

For more information on the roles contact Hannah Davies at TRAC on01495 764078 or[hannah@trac2.org.uk](mailto:hannah@trac2.org.uk)

Completed application forms to be returned by 12pm mid-day Friday 4th December 2020.

Anticipated interview date Friday 11th December 2020.