



JOB DESCRIPTION

JOB TITLE: Van Driver

DEPARTMENT: Retail

RESPONSIBLE TO: Distribution Co-ordinator

ACCOUNTABLE TO: Director of Income Generation

ellenor Hospice is a specialist palliative care provider for adults and children in Dartford, Gravesham and Swanley. The organisation has in-patient ward, at the Hospice in Northfleet, comprehensive adult and children and young people's community services and a range of out-patient and wellbeing services all supported and delivered through a multi-disciplinary team (MDT).

Role purpose

To assist in raising funds to meet the hospice annual target by working with all members of the Fundraising Department and wider hospice team. This will include the collection and delivery of items intended for sale in the Hospice shops, assisting with the running of events by collecting and delivering equipment as instructed, assisting in the moving and handling of equipment within the Hospice and the shops, being flexible to meet the needs of the whole fundraising efforts of the Hospice and to act as an ambassador for the organisation during your day to day duties.

The duties outlined below are not definitive and may be changed in accordance with the needs of the organisation.

POST SPECIFICATION:

Work with the Assistant Retail Business Manager to organise and execute the collection of items for sale in the Hospice shops. Including the removal of such items from private homes/business premises, placing and securing such items in the Hospice registered vehicles and the transportation of the same as instructed to the Hospice shops, warehouse or other premises

Work with the Assistant Retail Business Manager to organise and execute the collection of sold items from the Hospice shops as instructed, to place and secure such items in the Hospice Van and deliver in a timely fashion to the buyers as instructed.

Assist in the placing of items for sale in the shops, under the instruction of the shop manager, in such a way as to maximise sale potential whilst adhering to Health and Safety shop policy

Ensure that donated and sold items are moved and handled in such a way as to minimise potential damage to items and to Hospice and other premises.

Liaise with members of the wider Hospice team and assist as agreed with the moving and handling of equipment within the Hospice building and other Hospice premises.

Ensure that all paperwork in relation to mileage, working hours, petrol purchases and collections/deliveries are completed accurately and returned to the appropriate persons within an agreed timescale.

Development, Education and Training:

Participate in the Hospice wide appraisal system.

Identify own learning needs and participate in the planning, development and implementation of a personal development plan;

Attend mandatory training as requested;

Participate in in-service education programmes as appropriate;

Health and Safety

The post holder has responsibility to take reasonable care of self and others in relation to managing risk, health and safety and will be required to work within the appropriate policies and procedures.

This job description is not intended to be restrictive but is an outline of the main duties. The job description will be reviewed periodically to take into account developments in the organisation, department or role.

General:

- Adapts and develops in line with the changing needs of the role,
- Acts as an ambassador for **ellenor** in order to raise the profile of the organisation at a local, regional and national level, as required,
- To maintain up to date mandatory and essential to role training
- Works flexibly across sites and departments from time to time as may be requested by their managers,
- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers,
- To follow all policies and procedures,
- To be aware of the staff values of the ellenor and to behave as a fit representative.

Postholder's Name

Postholder's Signature Date

Manager's Name

Manager's Signature Date

This Job Description will be reviewed on a regular basis