



Hamelin Trust

Supporting individuals with disabilities and their carers

JOB DESCRIPTION Reuse & Recycling Driver

Job Title:	Reuse & Recycling Van Driver
Accountable to	Manager, Charity Shop Division
Base:	Central Office
Grade:	2
Hours:	To be agreed (to include Saturday working)

'Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS and other safeguarding clearance.'

Job Purpose

- **To drive the van on behalf of the Charity Shop division in order to**
 - **To collect goods from customers, shops and sites regularly and as required**
 - **To deliver donated goods and furniture to all customers and to Hamelin Trust charity shops**
 - **To distribute clothes and goods being transferred from one shop to another**

Job Summary – main duties and responsibilities

- Liaising with donors to ensure furniture collected is of a saleable standard and meets legal requirements
- To actively promote Gift Aid
- To ensure the roadworthiness of the vehicle by carrying out daily and weekly checks, liaising with management to ensure regular maintenance and servicing are carried out and keeping a log of journeys undertaken
- To be responsible for the warehouse area of Reuse & Recycling and Laindon including
 - Keeping the area tidy and safe
 - Logging in of donated goods
 - Ensure all donations are stored in a safe and orderly way
- To work with and manage volunteers
- To work with and manage the van drivers assistants.
 - ensuring their safety and wellbeing
 - identifying any problems that need to be escalated
- To promote and enhance the work of the charity through the appearance and service of the van and communication with customers and donors
- To maintain confidentiality at all times
- To ensure that Hamelin Trust policies and procedures are adhered to at all times
- To provide support to service users and complete daily record sheets as and when required

Additional Team Responsibilities

- **To provide cover for all other areas of the Charity Shop division including:**
 - To book collections and deliveries onto the electronic calendar
 - To assist in the organisation of the shops
 - To answer the telephone
 - In exception circumstances, to cover the front of shop including the operation of the till, dealing with customers and promoting the use of Gift Aid

Any Other Duties

- The duties and responsibilities listed above are an outline only and may therefore alter from time to time in accordance with service needs and legislative requirements. Staff are therefore expected to carry out any duties assigned by management which could reasonably fall within the scope of the job role.

General – including Safeguarding Children & Vulnerable Adults

Employees are expected to be:

- Mindful of the need to safeguard service users, ensuring their safety and welfare is paramount and promoted at all times in all areas of practice
- Familiar with, and abide by, all relevant Trust Safeguarding and Whistleblowing Policies and adhere to relevant legislation such as Health and Safety Act, Road Traffic Act, Data Protection Act etc. This list is not exhaustive
- To maintain a professional approach at all times and to adhere to the policies and procedures of Hamelin Trust.
- To inform line managers immediately of any issues of concerns or complaints – including safeguarding concerns and accidents/incidents that may endanger the safety of children.
- To ensure that all appropriate records required by the Trust are maintained

Training and Meetings

- Attending relevant training courses and staff development programmes when these are made available by Senior Staff.
- Active involvement in the supervision, appraisal and personal development.
- Actively participate in the induction of new employees and volunteers
- To maintain effective communication, staff are expected to attend regular meetings

All staff are expected to work in co-operation with: -

- Hamelin Trust management, staff, volunteers, consultants and students
- Staff from other agencies eg social workers, training provider, contractors, employment advisors, health care professionals

Important Notes

All staff will be expected to work flexibly across the Trust. Staff will have a link based service but may also be required to work within their role at other Trust services if required.

Signed & Agreed

Signature:

Date

Name: