**Wood Street Mission**

**Driver Job Description**

**Post:** Driver Job – Share

**Hours:** 21 hours per week

**Salary:** £17,472 pro rata (£9.60 per hour)

**Annual Leave:** 22 days per annum pro rata

**Responsible to:** Senior Administrator

**Purpose of the Role: To drive the van daily to collect donations around Greater**

**Manchester, deliver goods to families and external events and take**

**unwanted goods to external agencies and waste disposal sites**

1 Drive the van to make collections of donations from individuals, companies, churches and schools.

2 Load and transport goods to families who are vulnerable or unable to collect the goods themselves.

3 Load and transport goods and furniture to outreach locations for events such as Book Clubs/Roadshows.

4 Drive the van to take unusable items to the tip and excess goods to other agencies as directed.

5 Act as a positive ambassador to donors, supporters and clients, assisting with enquiries and promoting our work in a friendly and professional manner.

6 Help load and unload and store goods safely and appropriately within the premises of Wood Street Mission.

7 Ensure the van is cleaned, maintained and serviced as required.

8 Work closely and effectively with a small team, especially the other driver, Senior Administrator and Senior Project Worker.

9 If necessary, work with volunteers and other staff to help sort and store goods.

10 Ensure Wood Street Mission policies are adhered to, especially Health & Safety and Manual Handling of Loads and Lifting Procedures.

11 Attend and participate constructively in team and line management meetings as required and undertake training as required.

12 Any other duties which may be required by the line manager.