



Job Description

Job Title:	Driver (Full-time)
Responsible to:	Senior Administrator
Salary:	£22,932
Hours of work:	35 hours per week
Place of work:	Charity office based in Manchester, with collections from donors, deliveries to families and events across Greater Manchester.
Contract:	Permanent
Company benefits:	Pension scheme, Healthcare scheme, 22 days annual leave, pro rata, plus bank holidays and additional discretionary reward days between Christmas and New Year

About us

Wood Street Mission is a children's charity, helping children and families impacted by poverty in Manchester and Salford.

We provide practical help to help meet children's day-to-day needs and improve their life chances. We give clothes, bedding and baby equipment to struggling families, along with toys and books which are important for children's wellbeing and development.

We support engagement in education by helping families with the costs of school uniform and run Book Roadshow events in schools to promote reading and improve children's literacy. We also offer Childhood Experience events to broaden their horizons. We work to raise awareness about child poverty and help thousands of children and their families every year.

Purpose of post

To drive the van (**Mercedes Sprinter, Long Wheel Base, Manual Drive**) 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.

Main duties and responsibilities

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, equipment and furniture to outreach locations for events such as Book Club Roadshows.
4. Drive the van to take unusable or recyclable items to the tip, and excess goods to other agencies as directed.
5. Act as a positive ambassador to donors, supporters and families, offering guidance, assisting with enquiries and promoting our work in a friendly and professional manner.
6. Help load, unload and store goods safely and appropriately within the premises of Wood Street Mission and at other storage sites.
7. Collect and park the van daily and ensure it is cleaned, maintained and serviced as required.
8. Work closely and effectively with a small team, especially the Senior Administrator and Senior Project Worker.
9. When available, work with other staff and volunteers to help sort and store goods.
10. Implement Wood Street Mission policies and guidelines as set out in the Staff Handbook, especially Health and Safety guidelines.
11. To undertake training as agreed with your manager
12. Work flexibly and undertake such other work appropriate to the post, as may be assigned by your manager

Personal Specification

Experience:

- Experience of delivery driving
- Experience of organising and keeping to schedules
- Experience of working with the public
- Experience of working as a team member
- Experience of keeping records

Knowledge, Skills and Abilities:

- Physically fit, and able to safely lift and load sometimes heavy goods for transport and storage purposes
- An ability to organise time and schedule effectively with the Senior Administrator, and a commitment to getting the job done under your own initiative.
- An ability to explain our guidelines to donors and families, while being tactful and professional
- An ability to use initiative with delays and setbacks
- Good people skills with colleagues in a small team
- Good knowledge of Manchester, Salford and the surrounding areas
- An ability to work flexibly at times, including outside of normal office hours
- An understanding of, and commitment to families who are having a very difficult time.
- Some record keeping

In addition, the following are required for this role:

- A clean full driving license
- Willingness to adhere to the aims, policies and guidelines of Wood Street Mission
- Able to follow directions and work on own initiative