**Job Description**



**Van Driver/Stock Collector**

**Salary Scale:** Point R3

**Responsible to:** Area Manager

**Place of Work:** Scotland

**JOB SUMMARY**

The position of Van Driver/Stock Collector will work with the current van driver to manage deliveries, collections, and stock transfers to our shops in Scotland.

They will also assist with the development and growth of stock generation and promoting Sense Scotland as the charity of choice for stock donations.

**KEY RESPONSIBILITIES**

 In conjunction with the regional manager to effectively manage the deliveries, collections and stock transfers in the area, including house clearances and furniture donations.

 To collect stock from shops and distribute within the area as required.

 To actively promote stock donations and Gift Aid donor sign ups.

 To ensure that all items being transported in the van are appropriately secured and wrapped to prevent damage in transit.

 To ensure the vehicle and any delivery equipment are appropriately maintained,

washed, regularly serviced and cleaned to an acceptable standard (include MOT, vehicle safety checks etc.) and to report to the Regional Manager if any fault or damage occurs.

 To keep daily records of mileage, destination and purpose of journey, to keep the van fuelled and ensure that receipts are given to the Regional Manager each week.

 To deliver supplies of carrier bags and other shop supplies as requested by the Shop

Managers.

 To assist with new shop openings, off-site events, refurbishments and closures as required and to remove and dispose of unwanted items, ensuring their cost effective and correct disposal.

 Ensure that all Sense Scotland administrative paperwork and financial procedures are followed including weekly collection figures and mileage log.

 Travel within Scotland where required in the performance of the job, to provide cover in other areas or for deliveries.

 This role involves heavy lifting and/or regular lifting. The post holder has responsibility to take reasonable care of self and others in relation to risk, health and safety and will be required to work within the appropriate policies and procedures.

 To effectively support, train and develop volunteers for van duties, ensuring HR

procedures are adhered to.

 The collection of furniture and goods is expected to operate six days per week, therefore weekend working will be required.

 A flexible approach to the hours worked will be needed as on occasions there may be early starts or late finishes.

 To be well presented, considerate and courteous at all times when dealing with the general public.

 Able to travel to attend training as requested.

**This job description is intended as a guide only and is not an exhaustive list of duties. It is subject to periodic review in conjunction with the post holder.**

**VALUES**

 openness and honesty

 respect

 value individual worth

 plan on the basis of individual need

 accountability

 **PERSON PROFILE**

**It is essential that the Driver/Stock Collector will have/be:**

 A disposition that is in keeping with a 'public' related working environment

 An ability to cope with hard physical work including moving furniture.

 A current clean driving licence.

 Van driving and delivery experience

 Ability to communicate with staff, volunteers and public at every level

 Flexibility in work commitment as on occasions there may be early starts or late finishes.

 Ability to be self-motivated and to use their own initiative and be able to work unsupervised

**It is desirable, but not essential, that the Stock Collector has:**

 A basic knowledge routes and locations of Scotland in relation to the post

 Experience of working in a retail environment

**Hours of work:** 37 hours per week - 5 days from 7 and may include weekends.

**Holidays:** 24 days annual leave, plus agreed public holidays.

**Probationary Period:** 6 months