



Volunteer Van Driver Role Profile

Title:	Volunteer Van Driver
Department:	Retail
Reports to:	Logistics Manager
Responsible to:	Logistics Manager
Aim of role:	Provide transport to pick up donations, including furniture from people's homes or delivering purchased furniture to the public. Move stock & donations around the hospice shops and take rubbish to the tip.
Time commitment:	1 day per week on rota basis, start 8:30 am with variable time finish between 12:30 and 3:30 according to route and workload. Or on an ad-hoc basis if agreed with the Logistics Manager.

This role would suit anybody who likes to be out and about, working in a small and friendly team. You will be helping to collect donations of stock, and moving them around between our warehouse and our shops (where you will be given lots of tea and biscuits!).

Tasks and activities

- Provide transport to pick up donations, including furniture from people's homes.
- Deliver purchased furniture to people's homes.
- Move stock & donations around the hospice shops and take rubbish to the tip.

Volunteer Commitments:

- To follow the driver guidelines and Volunteer handbook
- New Volunteer Drivers must be under the age of 75 and will retire from driving when they reach the age of 80
- To be in possession of a B1 clean driving licence, and notify the Retail Manager or Logistics Manager of any changes immediately
- To ensure the van is properly looked after
- To accept guidance and advice from the Logistics Manager
- To keep the Logistics Manager informed in case of illness or planned absences
- To report any concern/difficulties encountered to the Logistics Manager.

This list is not exhaustive and volunteers may sometimes be asked to take on other tasks to support and assist the smooth running of the hospice

Skills & personal qualities

- Willing to lift heavy bags and furniture.
- Good interpersonal skills /communication skills.



- Good team worker
- Able to work on own initiative with minimal supervision.
- Flexible with regards to weekly commitments
- Good time-keeping

Selection process

- Volunteers will meet with the Logistics Manager in the first instance to ascertain previous experience and suitability for role/availability.
- If initial suitability is determined from this, and suitable shifts are available, you will undertake a few weeks' trial period where you will work with another driver. After this, a decision will be made on whether to pursue the application further.
- No volunteer will be permitted to drive until proof of a C1 full clean drivers licence has been obtained. All candidates will be required to complete an application form and provide the name and address of 2 suitable referees.

Dress code

- Casual, but smart enough to reflect the professional image of the hospice
- A uniform is available if required
- A volunteer badge must be worn.

Training & support

Full training and support will be given to help you feel comfortable and confident in your role and the tasks you're undertaking.

Mandatory training, which provides:

- Initial Welcome to Longfield training
- Working safely
- Confidentiality
- Information Governance
- Equality and Diversity
- Safeguarding