



## Job Description – Donation Centre Driver (Weekend role)



<b>Salary Scale:</b>	<b>OHS Grade 7, £17,259 - £17,514</b>
<b>Hours:</b>	<b>15 hours per week – Saturday and Sunday</b>
<b>Responsible to:</b>	<b>Warehouse Manager</b>
<b>Accountable to:</b>	<b>Retail Area Co-ordinator</b>

### **Job Summary:**

As an essential part of the Donation Centre you will be responsible for distributing stock throughout the area and collect any overstock from the shops, working with the Donation Centre staff to organise and then collect donations from the members of the public, ensuring all eligible donations are Gift Aided and all relevant paperwork is completed correctly and the information given to the Donation Centre staff.

### **Minimum Qualifications / Experience Required**

- Study to GCSE Level.
- At least 2 year's driving experience

### **Key Working Relationships**

- Donation Centre Manager
- Donation Centre staff and Volunteers

- Retail Area Co-ordinator
- Head of Retail
- Area Manager
- Shop Managers and teams
- Local Community
- Volunteers

### **Introductory Notes**

- Overgate Hospice is a no smoking organisation
- The employee must maintain a safe working environment in accordance with Overgate Hospices Health and Safety policies
- The employee must participate in the development and implementation of Hospice policies
- The employee must be actively involved in Hospice Governance and support the audit cycle
- The employee must maintain strict confidentiality at all times and work within the guidelines of the Data Protection Act
- The employer and the employee share responsibility to review and amend this job description as appropriate

### **Duties and responsibilities of the post**

- Working with the Donation Centre team on collections of donations from the general public as well as from the Overgate shops.
- Ensure all eligible donations Gift Aided and the paperwork completed correctly.
- Work with and train volunteers to assist with collections and stock movement throughout the shops.
- Work with the Donation Centre staff on collections of stock from members of the public.
- Work with the New Goods and Online Co-ordinator to distribute New Goods through the area and collect items for eBay.
- Provide cover for the Brighouse and Hebden Furniture shop drivers when required

### **General Duties**

- Promote volunteering opportunities where and when appropriate.
- Team Working and Leadership
- To develop a strong retail team spirit.
- Makes appropriate use of volunteer help, training volunteers with all jobs required on the van.
- Be willing to undertake further education and training as part of professional development to meet the demands of the role.
- Attend all mandatory training deemed appropriate by the hospice.

### **Other Responsibilities**

- Maintain strict confidentiality in all matters relating to the Hospice, its business, patients, staff, and others
- Any other activity as requested by line manager.

- This job description is an outline of responsibilities and will be subject to review with the post holder in light of the changing needs of the post and Hospice
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### Safeguarding Children and Adults at Risk

All Hospice staff are required to act in such a way that at all times safeguards the health and well-being of children and adults at risk. Familiarisation with, and adherence to, the Hospice safeguarding policies is an essential requirement of all staff, as is participation in related mandatory /statutory training.

### Valuing Diversity and Equality

All staff should carry out their duties in accordance with the principles of valuing diversity and equity of provision. It is the responsibility of all staff to support the Hospice vision by promoting a positive attitude to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment and to manage, support or comply through the implementation of the Hospice's Equal Opportunities Policy.

## PERSON SPECIFICATION

Attributes	Essential	Desirable	How Identified
<b>Qualifications/Training</b>			
Educated to GCSE C or above level or equivalent.	✓		Application Form
Clean, current driving licence.	✓		Application Form
<b>Knowledge</b>			
Knowledge of the local area.	✓		Application Form/Interview
Knowledge of gift aid legislation	✓		Application Form/Interview
<b>Experience</b>			
Minimum 1 years' experience of working in retail		✓	Application Form/Interview
Minimum of 1 years' experience of working in Charity Retail		✓	Application Form/Interview
Experience of working to timescales and deadlines	✓		Application Form/Interview
Experience of representing an organisation in a professional manner	✓		Application Form/Interview
Experience of prioritising own workload and working with minimum supervision	✓		Application Form/Interview
Experience of working with and managing volunteers		✓	Application Form/Interview
Experience of driving vans.	✓		Application Form/Interview
<b>Skills/Abilities</b>			
Excellent organisational skills	✓		Application Form/Interview
Excellent telephone manner	✓		Interview
Flexible, friendly, accessible attitude	✓		Interview
Excellent communication skills (written and oral)	✓		Application Form/Interview

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Good timekeeping	✓		Application Form/Interview
Excellent interpersonal skills	✓		Interview
Ability to work flexible, occasional unsocial hours	✓		Application Form/Interview
Ability to communicate verbally and in writing	✓		Application Form/Interview
Ability to work in a team which includes volunteers	✓		Application Form/Interview
Ability to maintain confidentiality	✓		Application Form/Interview
Excellent attention to detail	✓		Application Form/Interview
<b>Personal Attributes</b>			
Self-confidence and results-focused personal drive	✓		Interview
Ability to deal with conflicting demands & pressures	✓		Interview
Emotionally Resilient	✓		Interview
Willing to undertake further education and training to meet the demands of the role	✓		Interview
Understanding of, and empathy with, Hospice environment	✓		Interview
Team player who earns the trust & respect of colleagues	✓		Interview
Positive, professional approach and image	✓		Interview
Diplomatic, yet assertive when required	✓		Interview
Commitment to the purpose and values of Overgate	✓		Application Form/Interview