

**Job Description**

**Driver/Maintenance**

Location Training Department, Hornbeam Park, Harrogate

Salary £8.22 per hr

Hours per Week 16

Annual Leave 28 days plus statutory bank holidays (pro rata for part time staff)

Reports to Training Manager

DBS Check Enhanced with List Checks

**Key Areas of Responsibility**

* To drive the charities van, mainly collecting donated stock and delivering sold goods
* To perform maintenance and light repairs across all sites
* To drive the organisations vehicles as required

**Line Manages**

* No staff management

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| **Service Specific Roles** | | |
| **Role** | **Outcomes** | **Measures** |
| Undertakes delivery and collection tasks as scheduled by the Warehouse Coordinator | The warehouse maintains good stock levels with regular turnover.  Customers receive a good service. | Stock levels  Income generated  Physical amount of stock held  Customer feedback |
| Ensures that only saleable items are accepted, sensitively declining goods where necessary | Only saleable, safe items are brought into the warehouse.  Reduces the number of items going to landfill | Number of items needing to be disposed of  Customer feedback |
| Assists staff with tasks within the warehouse where needed | The warehouse is able to function well at all times | Income generated  Learner feedback  Staff feedback |
| Works with learners on the van, ensuring they are following correct procedures and instruction | Learners gain work experience | Learner feedback  Tutor feedback |
| Ensures Gift Aid information is obtained from customers as appropriate | The charity receives optimum income from donated goods | Gift aid returns |
| Undertakes maintenance tasks at both sites as required, including (but not limited to): minor repair of fixtures and fittings, minor plumbing, changing of light bulbs | The charities properties are well maintained and safe | Property inspection  Supervision |
| Reports larger repairs to manager of site as appropriate | The charities properties are well maintained and safe | Records of maintenance reports |
| Drives organisational vehicles as required | Minor transport and delivery tasks are undertaken safely | Feedback from managers |
| Attends staff meetings, supervision and training as required | Post holder has the training, support and communication required to effectively perform their role | Training records  Supervision records  Staff meeting minutes |
| Promotes a positive image of disability, and the organisation | Gains increased support for our work | Number of new referrals |
| Maintains personal responsibility for following our policy and procedures as well as health and safety regulations | A safe and healthy working environment | Supervision records |

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.



We expect all of our employees to:

* Agree with our vision for a society that embraces the same opportunities and life choices for disabled and non-disabled people alike.
* Be positive about working for Disability Action Yorkshire
* Work well with others

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| **Person Specification – Driver/Maintenace** | |
| **Skills/competence requirements** | **Essential/desirable** |
| Communication and good interpersonal skills | Essential |
| Competent at basic building repairs and maintenance | Essential |
| Basic standard of numeracy and literacy | Essential |
| Basic IT skills | Desirable |
| Able to work as part of a team and on own initiative | Essential |
| **Experience** | **Essential/desirable** |
| Experience of driving a van | Essential |
| Experience of dealing with the public | Essential |
| Experience of working with disabled people | Desirable |
| **Knowledge** | **Essential/desirable** |
| Knowledge of health and safety procedures and regulations |  |
| Knowledge of safe and effective manual handling | Essential |
| Understanding of the issues affecting disabled people | Desirable |
| **Other** | **Essential/desirable** |
| Full UK driving licence | Essential |
| Willingness to undertake training and development activity | Essential |

 We w ill always shortlist disabled candidates who meet the minimum essential criteria