



Volunteer Driver

Role Description

Title of post:	Volunteer Driver
Responsible to:	Retail Managers
Volunteering Hours:	Flexible between 9.00am – 5.00pm Monday to Sunday
Location:	Derbyshire

General Information

Providing valuable help to the operations of the shops by helping to distribute donated stock across the area in order to support us to raise funds to protect local wildlife.

Main duties

Assisting the Retail Managers in the operational organisation of our Charity shops and catering outlets including:

- Collection from the public and business premises
- Transfer of items between different locations
- Preparing items for transit and transporting them safely
- Planning a route to ensure efficient use of time and resources
- Loading and unloading of products





Other

Implement health and safety procedures in accordance with the Trust's policy.

The role can be physically demanding particularly moving stock between the van and the store but we do have other roles within the retail team that may be better suited to volunteers with limited mobility/fitness levels.

ROLE DESCRIPTION: ROLE CONTEXT

Role title: Volunteer Driver

The post holder will have contact with other staff and volunteers, and with a wide range of customers on both routine and non-routine matters. She/he will need to convey a positive first impression to customers.

Flexible working hours can be an element of the post, the core opening hours are between 9.00am and 5.00pm, Monday to Friday

The post will be based from The Derbyshire Wildlife Trust head office at Middleton, Matlock.

Staff and volunteers are required to work within the policies and procedures of the Trust, to work harmoniously with each other and to provide appropriate assistance and advice to other staff and volunteers when desirable for the effective undertaking of their respective responsibilities, and to undertake other duties appropriate to the post, as determined by their line manager.

Smoking is not allowed in the building or the immediate vicinity.





Derbyshire Wildlife Trust

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 @derbyswildlife

 Derbyshire Wildlife Trust

Derbyshire Wildlife Trust is registered in
England and Wales, company number 715675
and is registered charity number 222212

Skills / Qualities Required

Role title: Volunteer Driver

The specifications below are indicated as being essential (E) or desirable (D) for this post:

Experience:

No experience is needed. When you apply the Retail Manager will ask you to come in for an initial chat, this isn't an interview, just a chance to give you an idea about the role and will also give you a chance to have a look around and meet other members of the volunteer team.

Competencies:

Communicate well verbally (E)
Able to work alone and unsupervised at times (E)
A full UK driving licence (E)

Personal Qualities:

Personal and sociable (E)
Commitment to the work of the trust (E)
Able to work effectively as a member of a team (E)

Training

We will provide all the training you need to carry out your role. We will also teach you all about the Trust so you can answer people's questions about our work for wildlife and wild places across Derbyshire.

