

Volunteer Driver

Title of post: **Relief Volunteer Driver**

Responsible to: **Shop and Café Managers**

Volunteering Hours: **Flexible between 9.00am – 5.00pm Monday to Sunday**

Location: **Derbyshire**

General information: **This post is a part time role, supporting the commercial team by providing relief cover to our existing volunteer driver in case of holiday or sickness.**

We are also hoping to expand our ability to offer home collections of charity shop donations, and this post will be essential in providing an increased frequency of collections.

This post is of valuable support to our commercial operations, as the distribution of stock across the area is crucial to help us to raise funds to protect local wildlife

Main duties

Assisting the Shop and Café Managers in the operational organisation of our charity shops and catering outlets.

- 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 premises, but we do have other roles within the commercial team that may be better suited to volunteers with limited mobility.

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. They 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, but involve travel to all our premises.

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.

Skills / Qualities Required

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

Experience

No experience is needed.

Competencies

A full UK driving licence (E)

Communicate well verbally (E)

Able to work alone and unsupervised at times (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 & Equipment

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.

We can provide a vehicle from our fleet to carry out the role's duties

