

BETHANY CHRISTIAN TRUST

JOB DESCRIPTION – CASUAL VAN DRIVER TEAM LEADER

**Ref: VDT**

**1 JOB DETAILS**

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| **Job Title** | | Casual Van Driver Team Leader | | | **Line Manager** | | Warehouse Supervisor | |
| **Grade Level** | 2 | | **Spine Pt Range** | 13 | | **FTE Salary Range** | |  |
| **Section/Unit** | | Logistics | | | **Directorate** | | Crisis Intervention | |
| **Location** | | 40 Jane Street, EH6 5HD | | | | | | |
| **Hours** | | As required  Mon – Fri 08:30 – 16:30 | | | **FTE** | | Casual | |
| **OR** | | To be in sympathy with the Christian ethos of Bethany | | | | | | |

# 2 JOB PURPOSE

* To provide logistical support to the Gateway Furniture Project, Bethany Retail and other internal and external partners by providing a delivery and collection service mainly in Edinburgh, Lothians and Glasgow for all new and donated furniture, goods and appliances.

# 3 MAIN RESPONSIBILITIES Approx. of time

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| * Drive a van in to collect and deliver furniture, appliances and goods in order to service Bethany’s social furniture and charity shop projects. | 55 % |
| * Supervise Van Porter and volunteers in line with Bethany supervision procedures and objectives. | 15% |
| * Ensure van is kept clean and tidy and that daily Vehicle Check list is carried out. | 5% |
| * Promote Bethany to donators and customers in order to increase awareness and support for Bethany’s work including gift aid where appropriate. * Assist with warehouse sorting, organising and tidying. | 5% 5% |
| * Complete and maintain relevant paperwork to ensure accurate records of collections and delivery. | 3% |
| * Assist with installation of domestic appliances as directed. | 2% |
| * Undertake house clearances as required. | 5% |
| * Undertake any duties deemed necessary by the Logistics & Gateway Supervisor and Head of Retail. | 5% |

**4 PLANNING AND ORGANISING**

* Follow daily work schedule set out by the Logistics & Gateway Supervisor.
* Ensure that all deliveries and collections are carried out in a safe, efficient and timely manner.
* Plan routes and work schedules with greatest efficiency.
* Ensure that collected goods are directed to the most appropriate location.

**5 PROBLEM SOLVING**

* The post holder must ensure that good route planning and job sequencing takes place.
* In collaboration with the Logistics & Gateway Supervisor the post holder must ensure that appropriate time and van space is available in order to perform the specific jobs that are allocated.

**6 DECISION MAKING**

* Deciding which goods are most appropriate for retail and which goods to bring back to the Warehouse for distribution to Gateway customers.
* Route planning will be a significant decision-making responsibility of the Van Driver.
* The decision on whether or not to uplift any given items ultimately lies with the post holder. This decision will be based on Health and Safety and quality of goods being offered.

**7 KEY RELATIONSHIPS AND RELATIONSHIPS**

* Contact with customers for the uplift and delivery of furniture to and from their homes.
* Daily conversations with Logistics & Gateway Supervisor to ensure that orders and schedules are fully understood and carried out.
* Contact with Van Porter to ensure good working relationships and suitable supervision.

**8 KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB**

The essential qualifications and characteristics that will be required of the person undertaking the role are:

* Full clean driver’s licence
* Familiarity with the Edinburgh and Lothians area
* Experience of driving large vehicles
* Experience of delivering excellent customer service
* Knowledge and application of Health and Safety legislation and guidance
* A responsible attitude to time management
* Ability to deal with the physical demands of the role

# DIMENSIONS

* The post holder has up to two direct reports, namely the Van Porter and possibly a volunteer that works as part of the post holder’s team.
* There is no financial responsibility.
* The post holder will come into contact with a number of customers every day.
* The post holder reports directly to the Logistics & Gateway Supervisor.

**10 JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION**

* The post carries with it a need to be aware of representing Bethany Christian Trust and our ethos to the highest standards at all times.

**11 CREATION AND REVISION**

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| **Created** | 08-05-24 |
| **For Review** | May 25 |
| **Reviewed** |  |