



**St Oswald's
Hospice**

JOB DESCRIPTION

Job title: Casual Retail Driver

Department: Retail

Responsible to: Logistics Manager

1. Job Purpose

To contribute to fundraising for St. Oswald's by collecting and distributing stock within the North East area.

To assist with general maintenance duties within St Oswalds Retail outlets and assist with external events.

2. Key Tasks / Duties and Responsibilities

To collect and deliver saleable furniture and goods within the North East.

To deliver goods to suitable locations throughout the organisation.

To assist with the safe disposal of stock and waste.

To distribute equipment.

To ensure the accurate completion of daily travel logs.

To undertake any other reasonable duties that may be requested by central retail.

To supervise volunteers and work placements.

3. Self Development

To undertake appropriate personal development and maintain, develop skills and knowledge as determined by the annual review and development meetings and subject to the availability of resources.

4. Working Relationships & Team Working

To work as a positive team member at all times.

5. Conduct

To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and generating a positive image of St Oswald's.

To adhere to all St Oswald's policies and procedures to ensure that these are maintained at all times.

6. Risk Management including Health & Safety

To adhere to St Oswald's Health and Safety policy as set out in St Oswald's Health and Safety policy statement.

To attend all health and safety training St Oswalds deems mandatory.

7. Other

To undertake any other duties as appropriate within the competence level and general level of responsibility of the post as required by the Logistics Manager.

Disclosure Level: An Enhanced Disclosure and Barring check is required for this post

Prepared by: Kenny Paxton, Logistics Manager, March 2017



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PERSON SPECIFICATION

Casual Retail Driver

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS TRAINING & EDUCATION	Full driving licence for at least 2 years.	Class C driving licence
SKILLS, APTITUDES & ABILITIES	Physically fit to undertake the full remit of the role Able to work individually and as part of a team Able to communicate well with members of the public and colleagues.	
KNOWLEDGE	Good knowledge of the local area.	
PERSONAL QUALITIES AND ATTRIBUTES	Understands and able to respect confidentiality at all times. Self motivated.	Empathy with St. Oswald's aims and values.
OTHER	Be aged 21 or over for insurance purposes	

Prepared by: Kenny Paxton, Logistics Manager March 2017