



## **JOB DESCRIPTION**

**Job Title:** Casual Retail Driver  
**Department:** Retail  
**Reports To:** Retail Services Manager

**Hours:** Required to work occasional hours on an ad-hoc basis. While core hours are Monday – Saturday 8.00 - 4.00pm the role may include evenings and weekend shifts as needed.

### **The Role**

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.

### **Key Outcomes 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.

### **Risk Management including Health & Safety**

We take the safety of our staff, volunteers, patients and their families seriously. We have a full suite of Health and Safety procedures and training that we'll ask you to sign up to and we expect you to complete all our essential health and safety training.

### **Team Working and Conduct**

Team work is core to the role and you will work as a positive team member.

Our Respect at Work Policy, Values and People Charter help to guide everyone in how we live this day to day.

## **Confidentiality**

You will have access to confidential information, so it's important that you maintain the highest confidentiality of members of the public, staff and volunteers in accordance with St Oswald's Hospice's information governance policies and GDPR legislation.

## **New Tasks**

This profile provides an overview of the most important parts of the job however all jobs shift over time and so we may ask you from time to time to carry out new tasks. These will fit with the remit of your role and your manager will guide and direct you.

Any substantive changes which may need to be made will be discussed with you.

**Disclosure Level:** A Basic Disclosure and Barring check is required for this post

**Prepared by:** Logistics Manager, March 2017

## **About you**

### **Qualifications, Training and Education**

You will have held a full driving licence for at least 2 years and be aged 21 or over for insurance purposes.

Class C driving licence would be desirable.

### **Knowledge**

Good knowledge of the local area.

### **Qualities**

Understands and able to respect confidentiality at all times.

Self motivated.

### **Skills**

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.

### **Your values**

You will embrace and demonstrate our values of:

- Safe and supportive
- Positive and Can Do
- Accountable and Authentic
- Caring and Compassionate
- Excellence and Innovation

### **Applying for this role**

Studies have shown that women and people of the global majority are less likely to apply for jobs unless they meet every single qualification and requirement.

Research also shows that many people with other protected characteristics also find it hard it much harder to gain employment

At St Oswald's Hospice we are dedicated to building a diverse and inclusive workplace.

So if you are excited by the role but your past experience doesn't quite match every requirement we encourage you to apply anyway. You may be just the person we are looking for!