**VAN DRIVER**

**WELCOME LETTER**

Every 6 minutes someone learns that they are losing their sight. Every five hours, a baby is born with sight problems. In these moments, two profound questions emerge:

• Can this be stopped?

• How do I (or my child) live this life?

The merger of Fight for Sight and Vision Foundation on 1st April 2023 will enable us to address both questions. By combining our strengths and expertise we’ll be the only significant national funder with the efficiency, capability, and capacity to increase investment in medical research and social improvement. Together we can mitigate both the prevalence and impact of sight loss.

We have a clear ambition, led by our CEO, Keith Valentine, who has valuable lived experience of sight loss. This ambition includes retail growth plans and an income generation strategy to open more shops over the next 5 years. We currently operate 11 shops selling donated goods, including an online eBay shop.

We are now looking for experienced, committed, and creative individuals to join our dynamic team as we devise and launch a new five-year strategy. You’ll be part of something impactful, we’d love to hear from you.

The Van Driver will play a crucial role in the future growth of our newly merged charity and the impact that we can achieve through partnership for people with sight loss.

**JOB DESCRIPTION AND PERSON SPECIFICATION**

*As a Van Driver, you will play a key role in our retail division, where you'll help boost sales by playing a crucial role in facilitating the transportation and delivery of donated stock across our retail shops. You will also assist in house clearances, make deliveries and collections (including heavy furniture) at donor’s homes, so heavy lifting is involved. This position is engaging and diverse, and the postholder will be able to deliver exceptional customer service to both donors and customers, while fostering strong communication with shop teams.*

**Responsible to**

Donations Hub Manager

**Direct reports**

None

**Working hours and contract**

Permanent, full-time. 35 hours a week, 5 days a week, across a flexible seven day rota. Primarily Monday to Friday but some weekend working may be required according to the needs of the business.

**Salary**

£23,933 (London Living Wage)

**Location**

London and the Home Counties

**Start date**

April

**Role Responsibilities:**

* Carry out deliveries of donated stock to shops according to the weekly delivery/ rotation schedule.
* Ensure safe and timely transportation of goods to designated locations.
* Complete necessary paperwork and documentation related to deliveries, including donation receipts, delivery logs, and vehicle inspection reports.
* Coordinate pickup schedules with the Donations Hub Manager to ensure timely collection of donated items from donors.
* Maintain a professional and courteous demeanour when interacting with donors, volunteers, shop managers and external customers to represent the charity positively.
* Secure donated items properly inside the van to prevent damage during transportation.
* Conduct regular inspections of the van to identify and address any mechanical issues or safety hazards.
* Observe traffic laws and regulations at all times while operating the van, prioritising the safety of passengers and other road users.
* Ensure optimal levels of customer satisfaction, productivity, and efficiency throughout the collection and delivery process of stock.
* Follow the van policy to ensure safe and careful driving.
* To complete timely customer deliveries in a consistent and professional manner.
* To support the opening of new shops through provision of stock for agreed opening dates.
* To take ownership of good housekeeping for all areas of responsibility.
* To accept responsibility and carry out any other task commensurate to the role.

**Person specification:**

* Full, clean driving licence.
* Physical strength and capability to lift and move, load, and unload heavy objects.
* Previous experience in driving, delivery, or transportation is preferred.
* Strong knowledge of traffic laws and safety regulations.
* Ability to work independently and as part of a team.
* Reliable and punctual with a strong commitment to our mission.
* The ability to work under pressure whilst remaining calm and organised.
* The ability to maintain excellent rapport with staff, volunteers, supporters, and donors.
* To demonstrate a calm and logical approach to problem solving
* Comfortable working in a small team
* Commitment to teamwork – with a ‘can do’ attitude and a sense of humour.
* Results-driven, able to measure and quantify own outcomes.

# **Flexibility**

### The role description is a general outline of duties and responsibilities and may be amended as the newly merged charity develops and the role grows. The post holder may be required to undertake other duties as may be reasonably required from time to time.

**Application process**

Please forward a CV and supporting statement, outlining your skills and experience relevant to the role and motivations for applying for the role (two pages maximum), with the subject ‘Application for Van Driver’ to recruitment@fightforsight.org.uk

When writing job applications, we want to see if candidates are the right fit for our charity, so they should be written using your own words. Use of Artificial Intelligence, such as Chat GPT, is considered plagiarism, and applications drafted with the assistance of AI will be automatically rejected.

**Accessibility**

Please let us know if you have any accessibility requirements. If you are unfamiliar with MS Teams and would like to do a tech run-through before the interview, we can also coordinate that.

**Equal opportunities, diversity & inclusion**

Don’t meet every single requirement? At Fight for Sight and Vision Foundation we are dedicated to building a diverse and inclusive workforce, so if you’re excited about this role but your past experience doesn’t align perfectly with every item in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles that we have.

We have an inclusive and accessible recruitment process, including any adjustments required to support people from diverse community groups.

**EDI Monitoring Form:** Fight for Sight is an equal opportunities employer and particularly welcomes applications from people with sight loss. We treat everyone fairly and equitably across the organisation, including providing any additional support and adjustments needed for everyone to thrive. We would appreciate it if you could fill in this Equality and Diversity Monitoring form when applying for our roles. These answers are anonymous and will not affect your application: <https://www.surveymonkey.co.uk/r/VFEqualityDiversity>