

BETHANY CHRISTIAN TRUST**JOB DESCRIPTION – Van Porter**
Ref: B0063**1 JOB DETAILS Van Porter**

Job Title	Van Porter		Line Manager	Logistics Supervisor	
Grade Level	1	Spine Pt Range	10 - 12	FTE Salary Range	
Section/Unit	Logistics		Directorate	Crisis Intervention	
Location	40 Jane Street, EH6 5HD				
Hours	37.5 hours per week Mon – Fri 08:30 – 16:30		FTE	1	
OR	To be in sympathy with the Christian ethos of Bethany				

2 JOB PURPOSE

To provide consistent support and assistance to the team of drivers in the collection and delivery of donated furniture and goods.

3 MAIN RESPONSIBILITIES**Approx. of time**

- Assist the driver to collect and deliver furniture, appliances and goods in order to service Bethany's social furniture and charity shop projects. 50 %
- Ensure van is kept clean and tidy and that daily Vehicle Check list is carried out. 10%
- Promote Bethany to donators and customers in order to increase awareness and support for Bethany's work including gift aid where appropriate. 5%
- Assist with warehouse sorting, organising and tidying. 5%
- Assist with relevant paperwork to ensure accurate records of collections and delivery. 5%
- Install domestic appliances as directed (training given) 5%
- Assist with house clearances as required. 5%
- Undertake any duties deemed necessary by the Driver/Team Leader, Logistics Supervisor, Head of Retail or Director 5%
- Undertake driving duties to cover for holidays and absence 10%

4 PLANNING AND ORGANISING

- Assist driver in planning most timely routes for delivery and collections.
- Using a mobile phone and all associated apps.

5 PROBLEM SOLVING

- Assist driver in route alterations to changed circumstances.
- Assist driver in manual handling of all donated items or items for delivery.

6 DECISION MAKING

Assist the driver in making decisions about quality or condition of all donated furniture and items, to ensure full compliance

7 KEY CONTACTS AND RELATIONSHIPS

- Internally: The Van porter will build relationships with the Logistics Supervisor, Logistics Administrator and the rest of the team to facilitate good team work, as well as retail staff and volunteers.
- Externally: The Van Porter will relate with members of the public; customers, donors and vulnerable service users, during the course of collecting and delivering goods.

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;

- Knowledge of smart phone operation and use.
- Map Reading and GPS skills.
- Good geographical knowledge of Edinburgh and Lothians.
- Excellent team player.
- Flexibility regarding all aspects of the role.
- Punctuality & reliable attendance are essential.
- The role has a significant physical element requiring excellent physical health.
- Health and safety, in particular manual handling (training provided).

9 DIMENSIONS

- The post holder has no direct reports but may have a degree of responsibility for volunteers who go out on the vans.
- The post holder reports to the Logistics Supervisor.
- The post holder works closely with and adheres to instructions from the Van Driver whilst out on the van.

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

Created	
For Review	March 24
Reviewed	March 23