

Volunteer Driver



Volunteer Task Description and Person Specification

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| Role | Volunteer Driver |
| Reporting to | Retail Manager |
| Time Period | Ongoing |

Aims of Volunteer Driver

- We are looking for volunteer drivers to carry out collections and deliveries to and from our charity shop from various locations in and around Hull and the wider Humber sub-region
- This role does involve some heavy lifting
- The volunteer must hold a full clean current driving licence
- Ability to liaise and communicate effectively with our suppliers, customers, volunteers and staff
- To actively promote the charity providing information about the services Child Dynamix has to offer
- To support and engage others in charity event opportunities

Tasks available for volunteers

- To liaise with the Charity Retail Manager regarding transport requests and arrangements
- Drive company vehicles in a safe and courteous manner
- To represent and promote Child Dynamix within the communities
- To attend local meetings or presentations within the Volunteer Team or as part of the Charity Shop development
- To help with fundraising initiatives and activities
- To work as part of a team, including a large number of volunteers from the community

Personal qualities:

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| <p>Relevant experience</p> <ul style="list-style-type: none"> • A minimum of 2 years driving with a full licence • Aged 25 years or over for insurance purposes • A good understanding and willingness to follow health and safety procedures • An ability to listen and communicate with people from a range of backgrounds • Willing to undertake manual handling training | <p>Skills</p> <ul style="list-style-type: none"> • Happy to communicate with different people • Comfortable in different social settings • Enthusiasm and interest for the role • Enthusiastic about the Child Dynamix' vision • Willing to develop skills around working with confidence in the community • Manual handling training |
| <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge about the local area • A desire to undertake role specific training and a commitment to learning | <p>Communication skills</p> <ul style="list-style-type: none"> • Able to communicate with members of the public, suppliers and customers • Contactable via telephone and/or email • Happy to talk with other volunteers at team meetings • Able to communicate with colleagues and team members |
| <p>Competencies</p> <ul style="list-style-type: none"> • Happy to work under the guidance and support of the Charity Retail Manager • Maintain regular contact with staff and volunteers • Happy to work with other volunteers and be supportive to others • Able to maintain confidentiality • Keep any receipts needed to claim expenses • Able to manage your own time and be punctual and presentable • Able to use your initiative and ask for support when needed | <p>Respect,</p> <ul style="list-style-type: none"> • Respect for others' opinions, beliefs and points of view • Has empathy for children, young people, adults and families that Child Dynamix works with • Comply with all policies, procedures and code of conduct set by Child Dynamix |

Due to the nature of this volunteering work the provisions of Section 4(2) of the 1974 Rehabilitation of Offenders Act do not apply.

Information about convictions, which for other purposes are "spent" must therefore be disclosed but may not exclude you from becoming a volunteer with Child Dynamix.

Applicants will need to give permission for an enhanced Disclosure and Barring Service check to be made.

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| <i>Name of author:</i> | <i>Suzella Buhlmann</i> | |