

Post:	Van Driver/Warehouse Operative
Reports to:	Warehouse Manager
Base Location:	155 Northumberland Street, Belfast with travel throughout the province.
Department	Retail
Salary Range:	£22,480 per annum Full Time Hours £11.44 per hour
Contract:	Permanent
Posts available:	Two – 1 full time – 1 part time
Hours:	37.5 hours per week & 14 Hours Per Week

Role

This role provides an important service to our shops by collecting, transferring, and delivering stock from one shop to another, thereby ensuring that stock is at the right shop, at the right time in the most cost and time efficient manner. This role will also be responsible for collecting stock from specific locations as requested and moving furniture within or across areas as required. Due to NI Hospice Motor Insurance requirements, minimum age to apply is 25 years with less than 6 points on licence.

Main Responsibilities

- Collection of stock and furniture items from one shop to be transferred to another shop within or across areas as required.
- Collection and delivery of furniture to and from private residences.
- Collection of bags and boxes of donations from private residences or workplaces as required.
- Navigate successfully to shops across NI.
- Must have: A full current driving licence. Able to carry and lift heavy bags of stock. This role is physically demanding and will require frequently lifting and moving heavy items of stock and furniture, often up and down stairs as premises dictate.
- Undertake regular tip-runs to dispose of relevant items.
- Assist in the warehouse when not collecting or delivering stock/furniture and undertaking any reasonable request by management.
- Proactively respond to management directives, demonstrating growth within the position and taking on additional responsibilities as part of career progression.

- Work collaboratively with shop teams to ensure stock supply maximises sales.
- Assist with the moving of shop fixtures and fittings as requested by management.
- Liaise with Management to arrange schedules for maximum efficiency.
- Map out transfer and stock routes for required stock in each shop.

Vehicle

- Responsibility of care and maintenance of Charity vehicle in accordance with NIH procedures.
- Ensure regular vehicle service intervals and cleaning routines.
- Travel where required using most cost-effective route.
- Drive with due care and attention, adhering to speed limits always.
- Utilise the vehicle management system in line with NIH procedures, complete daily vehicle checks and report any identified problems to Management.
- Drive different sized vehicles.

General

- Complete all health and safety requirements and demonstrate a duty of care regarding personal safety to yourself and others.
- Complete all admin/paperwork accurately and in a timely manner in accordance with requirements.
- Participate in and support continuous improvement plans.
- Complete all compulsory compliance training.
- Attend Manual Handling training ensuring your ability to fulfil the requirements of the role at the required pace.
- Demonstrate effective collaboration across the organisation, in line with best practice procedures and an authentic commitment to knowledge sharing and collective success.
- Undertake any other special projects or duties, which may from time to time be requested and which are commensurate with the duties and responsibilities of the post.

This job description is neither definitive nor exhaustive and may be changed to meet the changing needs of Northern Ireland Hospice.



OUR VISION is that infants, children and adults with life-limiting and life-threatening illness and their families receive excellent and compassionate palliative care, thereby, maximising their quality of life.

In pursuit of this vision, our Mission is to inspire and deliver excellent and compassionate specialist palliative care via effective service models underpinned by exemplary education, innovation, and research.

Underpinning this strategy are **OUR VALUES** which we will strive to live by daily.

WE BELIEVE IN:

A culture of respect and acceptance without distinction or judgement, where everyone can belong.

Acting with courage, compassion, and integrity to add value to all that we do.

Being pioneering, professional and accountable to deliver our very best.

"We are an equal opportunities employer, and we welcome applications from all suitably qualified persons."

Job Specification

Essential Criteria		
Criteria		Assessment
1	<p>Full Driving Licence – with 1 year+ driving and warehouse experience.</p> <p>In order to comply with insurance regulations, drivers must be at least 25 years old and have fewer than 6 points on their driving record.</p>	Shortlisting/Interview/Pre-Employment Checks
2	<p>This role is physically demanding and will require frequently heavy lifting and moving heavy items of stock and furniture, often up and down stairs as premises dictate.</p>	Shortlisting/Interview
4	<ul style="list-style-type: none"> • Knowledge of province. • Ability to multi-task, prioritise and work to deadlines. • Team player with ability to work on own initiative. • Flexibility to work unsocial hours as required, attending evening and weekend events if needed throughout Northern Ireland. • Enthusiastic, self-motivated, and committed to working to a high standard. • Passionate and committed to the aims and charitable objectives of the Northern Ireland Hospice. 	Interview

Conditions of Employment		
Requirement		Assessment
1.	The Right to Work in the UK.	Provide original Right to Work documentation
2.	Provide 2 satisfactory references, one being from the most recent employer at managerial level	Give the name and contact details of referees in the application form.
3.	Able to fulfil the Occupational Health requirements for the post which includes being physically and mentally fit for the purposes of the work.	Complete and return the Medical Questionnaire and attend an Occupational Health Assessment, if required.

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4.	Hold a full current driving licence valid for use in the UK and Ireland Checked prior to appointment.	Provide relevant documentation
5.	Successful applicants will be required to go through an enhanced Access NI check.	Access NI check