

Role Description and Person Specification

Driver and Warehouse Operative

Salary £13,969 plus pension FTE £17,461
Reporting to Dual Site Superstore Manager
30 hours per week
Based at Camborne

Key relationships internal

- Retail Team
- Charity Shop Managers
- Logistics Teams
- Volunteers
- Volunteer Managers
- Fundraisers
- Finance Team
- Premises and Risk Officer

Key relationships external

- Customers
- Donors

Cornwall Air Ambulance has been flying for 30 years, attending to over 27,000 adults and children in need of urgent medical attention. Our highly-trained aircrew are on average on scene within 12 minutes on a 999 call being made and fly patients to specialist departments in various hospitals including Treliske, Derriford and the Bristol Royal Infirmary. Although we are an essential part of the emergency services, we do not receive any central government support and rely on fundraising and donations from individuals, community groups and businesses to keep us flying.

We have an opportunity for an enthusiastic and motivated team player to join our Charity shops team at our, Camborne store, working within a supportive team culture, where everyone is Proud to be Cornwall Air Ambulance efficiently.

Authority

The Driver and Warehouse Operative will report to the Dual Site Superstore Manager.

About our drivers

Our donors and our customers are very important to us, and our drivers are often on the front line, being the face of the charity. For this reason, it is important to us to recruit drivers who are careful, polite and mindful of the charity reputation at all times in their contact with colleagues and members of the public.

Specific Duties

Logistics

- To plan and implement collection and delivery of the stock from donors and to customers, keeping and updating records as required under guidelines issued.
- To “make the ask” for Gift Aid, and to ensure that this is done in line with the law, and that supporting paperwork is completed accurately and in full (please note training will be provided in this specialist area).
- To be responsible for the maintenance and security of the vehicle, including refuelling, cleanliness and the recording and reporting of maintenance needs.
- To keep a full and comprehensive log of all van activities and fuel consumption.
- Work closely with the store managers, plan and undertake timely, efficient and legal disposal of unsaleable donations.

Shop/Warehouse Cover.

- To maintain order and stock management of the goods in and goods out areas of the warehouse.
- To assist the shop managers on a daily basis, in moving and arranging stock in and out of the display areas.
- To provide assistance in serving customers in the shop from time to time.
- To maintain systems for the recycling of goods, and timely removal of recycling to keep yard and warehouse areas clear.
- To maintain systems for refuse disposal, including unsaleable items, planning and regularly disposing of unsaleable items.
- To move stock between superstores and between shops as needed to facilitate the best possible sales outcomes and having regard for the cost of this activity.

Person Specification

Essential requirement:

The post holder must hold a **FULL clean driving license** and have experience driving large commercial vehicles and operating a tail lift. You must provide full copies of your driving licence, and/or permit to the employer to access your driving records on the .GOV website as required, and agree to this being reviewed every 6 months.

Desirable requirements:

- Experience in driving Luton vans up to 7.5 tonne
- A good geographical knowledge of Cornwall
- Experience of route planning
- Experience of manual handling and health and safety in warehouse and retail environments (training will be provided)
- Experience or knowledge of Gift Aid (training will be provided)

How to apply:

Complete the Application form, carefully setting out how your qualifications, experience and knowledge matches the principal accountabilities of the role and the person specification. Send with CV and a covering letter to:

Jackie.davis@cornwallairambulancetrust.org

Jackie Davis
Cornwall Air Ambulance Trust
Trevithick Downs
Newquay
Cornwall
TR8 4DY

The closing date for applications is midday on Thursday 18th 2019. Interviews will be held **Thursday 25th April 2019.**