

Volunteering with Wakefield Hospice...

Role Description:

Wakefield Hospice Distributions Centre - Driver's Mate

Volunteer role in: WH Distributions Centre

Volunteer responsible to: Distributions Centre Manager

Volunteering location: WH Distributions Centre - Tadman Street Wakefield (and various locations during shift)

Supported by: Distributions Centre Manager / Volunteer Services

Summary of Role:

To assist the Distributions Centre drivers with the distribution of donated stock to WH Retail outlets and collection of donated stock. To collect/deliver donated and sold items including furniture to the public. PPE may be issued where appropriate.

Usual role hours/shift:

Varies - the Distributions Centre is typically open Monday - Friday 8.30am - 4.00pm

Reporting absences:

If you are unwell, going on holiday or are otherwise unable to undertake your shift, please contact the Distributions Centre Manager or the Volunteer Services department as soon as possible.

Volunteers may be asked to help with:

- Deliveries and collections to and from various premises across the district
- Loading and unloading of vehicles
- The receipt of donations from the public and encouraging participation in the Gift Aid scheme
- Moving furniture and other items around the Distributions Centre
- Bag drops
- Good housekeeping around the Distributions Centre including waste disposal
- Basic vehicle maintenance
- Promoting the Hospice by engaging with the public in a polite and helpful manner at all times

Volunteers must:

- Maintain the Hospice code of confidentiality in regard to service users, their families and carers and all business matters
- Observe and implement the Hospice policies on fire, health and safety, manual handling, infection control, safeguarding and cash handling, reporting any hazards or concerns promptly
- Participate in mandatory training and training deemed necessary for specific roles

Training:

The Hospice is committed to the ongoing training and development of volunteers, aiming to provide appropriate training for all volunteers in order to meet statutory obligations, ensure volunteers are well supported in performing their role and to provide opportunities to undertake additional training for personal development. The Voluntary Services department will ensure that volunteers are informed of, and booked on to, all mandatory and statutory training.

Mandatory and statutory training identified for this role:

- Volunteer Induction
- Mandatory training

Person Specification / skills required

Volunteers in this role need to be physically fit and able to move heavy / bulky items within the recommended Moving and Handling guidelines. They should have good customer care skills and be able to work as part of a team.

To apply for the role, please complete a Volunteer Application form and return to Sophie Baker, Wakefield Hospice Volunteer Services Coordinator.

Email: vs@wakefieldhospice.co.uk

Post: FAO Sophie Baker, Wakefield Hospice, Aberford Road, Wakefield, WF1 4TS