



**Refugees Welcome North Somerset
Donations Collection Driver
Role Description**

Salary £25,000 FTE / £12.82 per hour

CONTEXT

Refugees Welcome North Somerset is a community-based charity aiming to empower and enable asylum seekers and refugees in North Somerset to find safety, friendship and opportunities in order to thrive. We are working closely with North Somerset council to provide sustainable move on options for those being granted asylum in our area. This means that individuals and families who stay locally, are moving into new tenancies, with little in the way of furniture or household items and no support network or financial means to help. We will link with supporters in our community to link donations to those in need.

JOB PURPOSE

The Donations collection driver will work within a wider team, collecting donated furniture and household items, representing our charity with professionalism and empathy, and delivering these essential items to those in need. The ideal candidate will be an excellent communicator, capable of navigating a planned route efficiently while fostering positive relationships with donors and recipients.

KEY RESPONSIBILITIES

- Collaborate with the team to plan routes for maximum efficiency and cost-effectiveness, taking into account Clean Air Zones and parking restrictions. You will also be responsible to planning times and facilities for comfort breaks through the route.
- Complete necessary processes to source a van suitable for our needs, carrying out a visual check of the vehicle and paperwork ahead of leaving. Ensuring any vehicle used is safe and has necessary insurance.
- Drive a van to collect donated furniture and household items from donors across North Somerset. Deliver collected items to people setting up their new homes, ensuring timely and safe transport, taking surplus items to our storage facility.
- Represent the charity with a friendly and professional demeanour, demonstrating empathy and respect for all individuals involved.
- Maintain accurate records of collections and deliveries, including any notes to colleagues.
- Conduct regular checks and maintenance of the vehicle to ensure it remains in good working order.
- Assist in loading and unloading furniture, ensuring items are handled with care to prevent damage.
- Provide feedback and suggestions to improve the collection and delivery process.



EXPERIENCE, SKILLS, ATTRIBUTES

KNOWLEDGE,

Experience of:

- Previous experience in a driving or delivery role preferred.
- working as a team

Key Skills:

- Ability to handle and move heavy items safely.
- Confident in driving a large vehicle.

Knowledge

- Valid UK driving license with a clean driving record.
- Strong interpersonal and communication skills.
- Knowledge of local area or confident using navigation systems to find your way around

Personal attributes:

- Honesty and integrity
- Ability to work and remain calm in an environment that is sometimes demanding
- Reliable, punctual, and able to work independently.
- Compassionate and understanding of the challenges faced by asylum seekers and refugees.

Expertise through experience

We encourage anyone with lived experience of being a refugee or the asylum process to apply to work with us. If you require support in completing the application form, please email support@rwns.org.uk

TERMS AND CONDITIONS OF EMPLOYMENT

Hours of work and salary

- This is a casual contract, working on dates by mutual arrangement
- Equivalent to £25,000 Full time salary = £12.82 p/h
- you will need to provide proof of your eligibility to work in the UK
- If eligible, you will be auto-enrolled into our organisation's pension scheme.

Place of work

- This role is based out in the community.



Disclosure & Barring Service (DBS) check:

Appointment will be conditional to a basic DBS check. A positive result from the DBS check (identifying a criminal record) will not necessarily prevent an applicant from getting the job. However, failure to communicate the potential of this outcome to the charity in advance of the check being carried out may result in any job offer being withdrawn.