VAN DRIVER BELFAST (DUBLIN ROAD)
OXFAM IRELAND

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.
Terms & Conditions

- **Location:** Dublin Road, Belfast
- **Contract type:** Permanent
- **Hours:** 24 hours per week
- **Salary:** £10.07 hourly rate
- **Reporting to:** Shop Manager
- **Annual leave:** 20 days annual leave plus 11 public/bank holidays per annum (pro rata)
- **Other benefits:** contributory Pension Scheme and Life Assurance cover (4-time death in service benefit)
- **References:** any offer of employment is subject to receipt of two satisfactory references
- **Background checks:** any offer of employment is subject to satisfactory Access NI background checks

Shaping a stronger Oxfam for people living in poverty.
Job Description

Job Purpose
To undertake collections from donors and deliveries, driving the company van to customers throughout Northern Ireland as required and to encourage gift aid donations. To manage the shop warehouse space effectively and ensure that all unsaleable stock is removed. To assist in the setting up and rotation of stock in the shop.

Job Responsibilities
• Plan donor collections and customer deliveries as required to ensure effective use of the Oxfam vehicle.
• Ensure all relevant paperwork, including Gift Aid, is completed correctly.
• Ensure that donations are of the required standard.
• As part of the shop team contribute to the operational success of the shop.
• Ensure that the shop warehouse space is effectively managed with only saleable stock retained.
• To keep and maintain daily checklist on the company vehicle and ensure vehicle is kept in a clean and tidy condition reporting all damages/defects if/when they arise.
• To maintain accurate collection and delivery manifests and other associated paperwork on a daily and weekly basis.
• Maintain a high level of customer service with both external and internal contacts.
• Carry out any other reasonable duties as required.

Additional Information
This is a demanding role requiring a competent driver who is well organised and self-motivated with a committed and flexible attitude. Must also have a full clean driving licence relevant to the vehicle you are responsible for. Heavy lifting is a requirement of this role. Staff are required to have a degree of flexibility in their work and attitude, to co-operate with colleagues and volunteers to ensure the efficient, effective and economic use of Oxfam's resources. Any penalty points accrued during employment will be the sole responsibility of the driver concerned and must be reported immediately to the line manager.

Personal Specification

Essential Criteria
• Full clean Category B Driving licence valid for use in UK.
• Previous driving experience delivering or collecting goods in a van.
• Ability to undertake physical labour, organise and move stock around the shop floor.
• Flexible approach to working hours - ability to work evenings/weekends when necessary.
• Good geographical knowledge of the Greater Belfast area (NI area desirable).
• Requirement to travel regularly throughout Northern Ireland on occasion.
• Strong commitment to Oxfam’s mission and values.
• Experience of working as part of a team.
• Good customer service skills and awareness.
• Good organisational skills with attention to detail.
• Ability to manage own workload and work on own initiative.
• Conduct daily inspections of the vehicle and report any problems or damage to management.
• Adhere to Oxfam’s Health and Safety Policy.
• Good communication and interpersonal skills (fluency in written & spoken English), to include informing shops/customers of unavoidable changes to delivery/collection times.
• Good timekeeping / time management skills.
• Self-motivated and enthusiastic.
Desirable Criteria
- Previous experience of working in a similar role dealing with the public.
- Experience of working in the charity/voluntary sector.

Additional Requirements
- Physical effort is also a requirement of the role as you will need to lift, on a frequent basis, items of various sizes and weights.
- This post involves working as part of a team in a busy environment. Staff are required to have a degree of flexibility in their work and attitude, to co-operate with colleagues to ensure the efficient, effective and economic use of Oxfam’s resources.
- Knowledge of Oxfam and commitment to Oxfam’s values and ethos.
- Eligibility to work in Ireland/UK.

Organisational Values
- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

Statement on Confidentiality
It is crucial that when encountering sensitive and/or confidential information it is maintained in strictest confidence, within the context of Oxfam Ireland’s policies and procedures. Failure to do so may be viewed as gross misconduct and may be subject to disciplinary procedure.

Equal Opportunities
Oxfam is an Equal Opportunities employer. We aim to ensure that no staff suffer discrimination on the grounds of race, colour, nationality, ethnic origin, membership of the traveller community, religious belief, political opinion, social class or caste, sexual orientation, HIV & AIDS status, marital status or family situation; gender, age or disability. Oxfam requires all staff to apply an equal opportunities approach and this responsibility rests with all employees and the organisation.

Oxfam Ireland is an Equal Opportunities Employer and welcomes applications from all sections of the Community.