

Job Title: **Events and Collections Driver**

Dept.: **Charity/Clinical/Trading**

	<b>Essential/Desirable</b>	<b>Evidence</b>
<p><b>A: EDUCATION QUALIFICATIONS AND TRAINING</b> (Level of education, specific qualifications, specialised training, training requirements for the job)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Full, clean UK driving licence suitable for driving large vans.</li> <li>• Training in manual handling and safe lifting techniques (or willingness to undertake).</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Basic vehicle maintenance knowledge is an advantage.</li> <li>• First Aid training is desirable, particularly for event work.</li> </ul>	<p>Application Form</p> <p>Certificates</p> <p>Registration</p> <p>Documents</p> <p>CPD Portfolio</p> <p>Interview</p>
<p><b>B: EXPERIENCE</b> (Length, type and level of work-related experience)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Proven experience driving commercial vehicles and managing multi-stop routes.</li> <li>• Background in logistics, collections, deliveries, or similar operational roles.</li> <li>• Experience supporting events, community activities or retail operations.</li> <li>• Experience in towing large trailers/caravans.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience working in a charity, community organisation or customer-facing environment is beneficial.</li> </ul>	<p>Application Form</p> <p>Interview</p>
<p><b>C: SKILLS KNOWLEDGE ABILITIES</b> (Range and level of skills, depth of</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Strong customer service skills with the ability to engage donors, supporters and the public positively.</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>



<p>knowledge required for the job)</p>	<ul style="list-style-type: none"> <li>• Confident in loading, securing and transporting goods safely.</li> <li>• Able to plan efficient routes and adapt to changing priorities.</li> <li>• Good organisational skills and attention to detail, especially with paperwork and stock records.</li> <li>• Comfortable working independently and making decisions on the road or at events.</li> <li>• Able to support event setup, including physical tasks and basic technical or equipment handling.</li> <li>• Clear communication skills, both verbal and written.</li> </ul>	<p>CPD</p>
<p><b>D: APTITUDES AND ATTRIBUTES</b> (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Friendly, approachable and professional when representing the charity.</li> <li>• Positive, flexible attitude with a willingness to “muck in” across teams.</li> <li>• Calm under pressure, especially during busy event periods or unexpected changes.</li> <li>• Reliable, punctual and committed to high standards of safety and service.</li> <li>• Respectful, inclusive and aligned with the charity’s values and mission.</li> <li>• Comfortable with physical work and outdoor conditions.</li> </ul>	<p>Application form Interview References</p>
<p><b>E: OTHER JOB REQUIREMENTS</b> (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence)</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to work evenings, weekends or early mornings for events.</li> <li>• Willingness to travel across the six counties as required.</li> <li>• Physically capable of lifting and moving heavy items safely.</li> <li>• Commitment to safeguarding, health and safety and confidentiality standards</li> </ul>	<p>Application form Interview Reference</p>



<p><b>F: PERSONAL QUALITIES AND VALUES</b></p>	<ul style="list-style-type: none"> <li>• <b>RECEPTIVE</b> - we define success as <b>continuous improvement</b> and aim for <b>excellence</b> in our live-saving services and community projects.</li> <li>• <b>RESPECTFUL</b> - we are a community-based organisation with a '<b>one team</b>' culture that embraces and encourages <b>honesty</b>.</li> <li>• <b>RESPONSIBLE</b> - we aim to create the best possible <b>future for everyone</b> and thrive to place <b>sustainability</b> at the heart of everything we do.</li> <li>• <b>RELEVANT</b> - we are <b>open</b> to new ideas and ways of working across our clinical and charity operations, providing total <b>transparency</b> to all stakeholders.</li> <li>• <b>RECOGNITION</b> - we <b>value our relationships</b> - with staff, supporters and the wider communities we serve - <b>working together</b> to achieve the best possible patient outcome.</li> </ul>	<p>Application form</p> <p>Interview</p> <p>Reference</p>
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**The Charity is committed to safeguarding and promoting the welfare of all stakeholders. All post holders are subject to a satisfactory Disclosure and Barring Service check (DBS) and satisfactory employment references, as well as identification, prohibition, qualification and barred list checks, which will be required before commencing duties**