Midlands Air Ambulance Charity
Job Description

Job Title:	**Events and Collections Driver**
Reporting To:	**Logistics and Facilities Manager**

Job Summary:

The Events and Collections Driver will be responsible for planning, coordinating and managing designated postcode routes to ensure the efficient collection of cash donations from the Charity's static collection tins, as well as the timely collection of donated goods from supporters for distribution to our Charity shops.

The Events and Collections Driver will also provide experienced support at Charity led events and a wide range of external events throughout the week and at weekends, helping to ensure smooth operations and high standards of representation for the Charity.

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of MAAC which may be amended from time to time.

Main Duties of the Post:

- Empty the Charity's collection tins across all six counties: Herefordshire, Gloucestershire, Worcestershire, West Midlands, Shropshire and Staffordshire.
- Support the emptying of clothes banks, donation stations within businesses and corporate partners and assist with direct donor collections.
- Transport donated goods to the Charity's shops.
- Attend Charity-managed and general events (with the Helipod where required), assisting with car parking, event setup, breakdown and other duties as required.
- Provide support at events during evenings and weekends.

Driving and Collections

- Ensure all charity vehicles are driven in a safe and courteous manner and maintain a high level of cleanliness.
- Complete daily vehicle checks and report any defects directly to the Logistics and Facilities Manager.
- Carry out scheduled and ad-hoc collections of donated goods from households, businesses and community partners.
- Collect donated goods across all six regions.
- Deliver items to charity shops, warehouses, events or recycling centres as required.

- Ensure safe loading, securing and unloading of goods, following manual handling guidelines.
- Maintain a clean, roadworthy vehicle and report any defects promptly.
- Represent the charity professionally when interacting with donors and the public.
- Plan and organise dedicated collection tin routes and manage these routes to ensure maximum efficiency and return.
- Report any incidents of misuse of donations and missing collections.
- Record activities through the weekly reporting process.
- Provide the existing and potential donors with information packs and materials on the benefits of working with the Charity.

Events Support

- Transport event equipment (including the helipod where required), merchandise and materials to and from fundraising events.
- Attend and support fundraising events in retail locations, public areas and specific event areas as directed by the Logistics and Facilities Manager.
- Assist with event setup and breakdown, including marquees, signage, staging and stock.
- Provide on-site logistical support during events, working closely with fundraising and volunteer teams.
- Act as a point of contact for event suppliers, contractors and venue staff.
- Attend any fundraising and promotions events in support of external activities, as and when required.
- Assist the Logistics and Facilities Manager in the coordination and setting up of events and other charity activities.
- Prepare, attend and support events, exhibitions and other activities to promote MAAC to other organisations and the public.

Additional Duties

- Work as an integral part of the Logistics and Facilities team and across all other MAAC teams.
- Work in accordance with documented procedures necessary to ensure compliance.
- Carry out duties necessary for the future development of the role and the charity.
- Ensure compliance with all health, safety and governance requirements appertaining to local codes of safe practice in the Charity.
- Carry out such other duties commensurate with the role.

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.

ADDITIONAL INFORMATION

This job description should be regarded as a guideline of the duties required and is not definitive. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. The nature of the post and the organisation is such that duties may be reviewed in the light of changing circumstances following consultation with the post holder. The post holder will be required to adopt and undertake different or new duties as may be required in line with professional and service development.

CHARITY POLICIES & PROCEDURES

All employees must adhere to and perpetuate all Charity policies and procedures including those relating to Fraud management, Whistleblowing, Information governance, Code of Conduct, Health and Safety, Confidentiality, No Smoking at Work and Equal Opportunities in Employment; including responsibilities under the Disability Discrimination Act. Failure to do so may result in disciplinary action.

CONFIDENTIALITY

All employees must observe and comply with the requirements of the Data Protection Act 2018, and associated legislation, and with the Common Law Duty of Confidentiality. The unauthorised use or disclosure of donor, staff or other personal information is a disciplinary offence and also could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018, or associated legislation.

CONTINUING PROFESSIONAL DEVELOPMENT

There is a requirement to participate in the Charity's Personal Development and Review process. Personnel are required to attend training as required by the Charity to help them perform their role safely and competently and to ensure the safety of others. This includes induction and refresher training at charity set intervals, as defined in the Workforce management policy.

DISCLOSURE AND BARRING SERVICE (DBS)

Post holders whose work involve, or may involve, direct contact with vulnerable adults and/or children, and/or with access to managing accounts, are subject to DBS checks every three years. Where you work directly with vulnerable adults or children, under the conditions of the Rehabilitation of Offenders Act 1974, as amended, you are not entitled to withhold information about convictions which otherwise might be considered 'spent'. There is an ongoing obligation to declare any civil or safeguarding issues, investigations, convictions and cautions against you, during the course of your employment.

DIVERSITY AND EQUAL OPPORTUNITIES

The Charity welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

FREEDOM OF INFORMATION

The post holder must be aware that any information held by the Charity in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Charity's policies.

HEALTH & SAFETY AT WORK ACT

The post holder is required to take responsible care for the health and safety of him/her and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with the charity to ensure that statutory and charity safety regulations are adhered to.

MANAGING RISK: MAINTAINING SKILLS & LEARNING FROM PROBLEMS

Reducing risk is everyone's responsibility. All staff in the charity must attend training identified by the Chief Executive (or by the Business Manager). The charity uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve the service provided. All employees are expected to ensure they are familiar with and adopt the Infection Prevention and Control policy/procedures and all safe-working practices required in their work activity" and specifically with reference to hand hygiene and aseptic techniques.

REGISTRATION

If applicable, you are required to be fully registered with the appropriate association for your post and for you as post-holder. Failure to produce confirmation of current registration with the appropriate body will mean that you will not be permitted to commence (or continue with) your duties, nor will you be paid for those duties for the period of delay, until such time as you are able to provide this confirmation**.** **NB:** It is your duty to ensure that your registration is kept up to date.

SAFEGUARDING

The Charity has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the Local Safeguarding Children Board Procedures and the Children Act (1989, 2004).

SMOKING STATEMENT

The Charity is a NO SMOKING environment. Smoking in all areas of the building and premises is prohibited. Smoking may only take place in non-public areas.

TRAVEL TO OTHER SITES

You may be required to travel to any of the airbase locations or locations where fundraising events take place. Please complete the travel expenses form. Expenses will not be paid where travel expense forms are not fully completed.