**Midlands Air Ambulance Charity**
**Person Specification Form**

**Job Title:** **Events and Collections Driver** **Dept.:** **Charity/Clinical/Trading**

| | Essential/Desirable | Evidence |
|---|---|---|
| **A: EDUCATION QUALIFICATIONS AND TRAINING** (Level of education, specific qualifications, specialised training, training requirements for the job) | **Essential**<br>• Full, clean UK driving licence suitable for driving large vans.<br>• Training in manual handling and safe lifting techniques (or willingness to undertake).<br>**Desirable**<br>• Basic vehicle maintenance knowledge is an advantage.<br>• First Aid training is desirable, particularly for event work. | Application Form<br>Certificates<br>Registration<br>Documents<br>CPD Portfolio<br>Interview |
| **B: EXPERIENCE** (Length, type and level of work-related experience) | **Essential**<br>• Proven experience driving commercial vehicles and managing multi-stop routes.<br>• Background in logistics, collections, deliveries, or similar operational roles.<br>• Experience supporting events, community activities or retail operations.<br>• Experience in towing large trailers/caravans.<br>**Desirable**<br>• Experience working in a charity, community organisation or customer-facing environment is beneficial. | Application Form<br>Interview |
| **C: SKILLS KNOWLEDE ABILITIES** (Range and level of skills, depth of | **Essential**<br>• Strong customer service skills with the ability to engage donors, supporters and the public positively. | Application Form<br>Interview<br>References |

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| knowledge required for the job) | • Confident in loading, securing and transporting goods safely.<br>• Able to plan efficient routes and adapt to changing priorities.<br>• Good organisational skills and attention to detail, especially with paperwork and stock records.<br>• Comfortable working independently and making decisions on the road or at events.<br>• Able to support event setup, including physical tasks and basic technical or equipment handling.<br>• Clear communication skills, both verbal and written. | CPD |
| **D: APTITUDES AND ATTRIBUTES** (Communication and interpersonal skills, organisational skills, ability to work on own initiative, to strict protocols/procedures and time scales) | **Essential**<br>• Friendly, approachable and professional when representing the charity.<br>• Positive, flexible attitude with a willingness to "muck in" across teams.<br>• Calm under pressure, especially during busy event periods or unexpected changes.<br>• Reliable, punctual and committed to high standards of safety and service.<br>• Respectful, inclusive and aligned with the charity's values and mission.<br>• Comfortable with physical work and outdoor conditions. | Application form<br>Interview<br>References |
| **E: OTHER JOB REQUIREMENTS** (Physical/health requirements, specific requirements e.g. car owner/driver, full, clean, current UK Driving Licence) | **Essential**<br>• Ability to work evenings, weekends or early mornings for events.<br>• Willingness to travel across the six counties as required.<br>• Physically capable of lifting and moving heavy items safely.<br>• Commitment to safeguarding, health and safety and confidentiality standards | Application form<br>Interview<br>Reference |

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| **F: PERSONAL QUALITIES AND VALUES** | • **RECEPTIVE –** we define success as **continuous improvement** and aim for **excellence** in our live-saving services and community projects.<br>• **RESPECTFUL** – we are a community-based organisation with a **'one team'** culture that embraces and encourages **honesty**.<br>• **RESPONSIBLE** – we aim to create the best possible **future for everyone** and thrive to place **sustainability** at the heart of everything we do.<br>• **RELEVANT** – we are **open** to new ideas and ways of working across our clinical and charity operations, providing total **transparency** to all stakeholders.<br>• **RECOGNITION** – we **value our relationships** - with staff, supporters and the wider communities we serve - **working together** to achieve the best possible patient outcome. | Application form<br>Interview<br>Reference | |

**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**