



Van Driver Application Pack (Full time post)

March 2022

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Dear applicant

Thank you for showing an interest in working for Emmaus Brighton & Hove. We are looking for an experienced, full time Van Driver to join our team.

The Van Driver will drive one of three vans, working alongside Companions, volunteers and staff delivering and collecting goods from the local area destined for the Emmaus shops in Portslade and Southwick. We are seeking a competent driver but this is not just a driving job. We seek someone who has the ability to deliver great customer service as you will be making decisions on the donated goods we accept, or unfortunately sometimes have to refuse.

To apply please send your completed application form and cover letter to Joel Lewis, Business Manager, and email to admin@emmausbrighton.co.uk or by post to Emmaus Brighton & Hove, Drove Road, Portslade, East Sussex, BN41 2PA.

Those shortlisted will be invited to an assessment day, the date of which to be agreed with the successful candidates.

If you would like to arrange an informal discussion about the role, please email Joel@emmausbrighton.co.uk

The closing date for applications is Monday 25th April 2022

Best regards

Joel Lewis
Business Manger
Emmaus Brighton & Hove

About Emmaus

Our vision: A world in which everyone has a home and a sense of belonging.

Emmaus is a homelessness charity with a difference. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own, with no support around you can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

Emmaus is different because it provides a home for as long as someone needs it, in an Emmaus Community. This gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones.

"Companion" is the name given to those who live in an Emmaus Community and work in the social enterprise, where they support themselves and one another. There are currently 850 Companions living at 29 Emmaus Communities across the UK.

Rather than relying on benefits, Emmaus uses social enterprise to generate revenue that pays for Companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing Companions that their actions make a real difference, both to their own life, and the lives of others.

How it works

Unlike a lot of provision for homeless people, Emmaus Communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing and a small weekly allowance.

In return, we ask:

- That Companions work for 40 hours per week, or give as much time as they are able, in the Community's social enterprises.
- That they behave in a respectful way towards one another.
- That no alcohol or illegal drugs are used on the premises.
- That they sign off all benefits, with the exception of housing benefit.

Our impact

Emmaus doesn't only have a significant impact on the lives of people who have experienced homelessness and social exclusion, it also brings wider social and economic benefits.

Research carried out in 2012 found that for every £1 invested in an established Emmaus Community, £11 is generated in social, environmental and economic returns.



The benefits included:

- Keeping people out of hospital, and helping them to be safe and well, saved the Department of Health £1,478,506 for NHS and emergency service costs.
- Emmaus saved local government £2,447,612 which would have been spent on hostel accommodation, drug and alcohol services and landfill.
- Keeping people in work and out of prison saved the Ministry of Justice £778,435.

The report found that Emmaus Communities successfully provide a place for people in vulnerable housing situations to rebuild their lives by offering them meaningful work and support. Significant benefits were linked to substantial improvements in Companions' physical and mental health, including reductions in substance misuse.

The Emmaus UK federation strategic plan 2020-25

Our ambition, by 2025:

- We will provide a home to **1,100** people.
- We will be **75%** self-funded through companion-led social enterprises.
- More than **95%** of companions will describe Emmaus as a positive experience.
- We will support **100,000** people each year through acts of solidarity.
- We will have reduced our carbon footprint and we will be actively looking to **improve** our environmental impact.
-

Our strategic priorities:

We will help more people by:

- Delivering a wider range of activities to address social exclusion.
- Creating more homes
- Developing a range of employment and move on housing options.

We will work smarter by:

- Improving our processes and making better use of technology
- Developing and growing our social enterprises
- Actively seeking opportunities to improve our environmental impact.

We will shout louder about:

- Who we are and how we make a difference.

The Emmaus Brighton & Hove Community

Our vision is for a thriving, diverse and resilient Emmaus Community, making the most of our amazing asset that is our extensive site in the heart of Portslade Old Village and the passion and skills of the people that make it tick.

A Community that is home. A transformative place where Companionship for formerly homeless people is at the core of what we do – helping vulnerable individuals in crisis when they need it most, providing a home, work and the best life opportunities we can offer, for as long as they need.

A Community that is a destination. A much-talked-about place that attracts people from across the city and beyond to visit, browse, shop, eat and relax – with a reputation for the experience we offer our visitors, from customer service to great bargains, enjoyable events and a unique, positive environment within which Companions play a key role.

A Community that is a hub. A place within the local Community that welcomes all and shares a broad integrated offer with local residents, schools, businesses, charities and volunteers – bringing the local community together to help people help themselves, perhaps establish a home, go to work, celebrate a birthday, learn something new or simply find a sense of belonging and build new relationships over a cuppa.

A place to stay, a place to feel safe, a place to get support, a place to visit, a place to grow, a place to connect, a place to contribute.

Van Driver Job Description

Job title:	Van Driver
Reports to:	Business Manager
Location:	Emmaus Brighton & Hove Drove Road, Portslade, East Sussex, BN41 2PA

Overall Purpose of the Job

To drive a 3.5 Tonne Tail Lift Box Van, working alongside Emmaus Companions and volunteers in the collection and delivery of donated furniture and household items and instructing Companions and volunteers on the safe handling, loading and unloading of goods.

Accountabilities

- Drive vehicles in a safe and effective manner, and always comply with the law,
- Collect donated goods and furniture, deliver purchased items and dispose of items at the waste site
- Check collected items conform to legislation, with fire safety labels on all soft furnishings and the quality meets our required standards to maximise income
- Manoeuvre, lift and carry furniture and other goods to and from vehicles, in and out of buildings, up and down stairs in a safe manner and supervise and work with others doing this
- Deal with customers in a positive manner demonstrating excellent customer service to increase customer loyalty and attract new customer
- Develop and foster a team environment based on respect and mutual support to achieve the team goals
- Lead the Companions in ensuring all stock is taken care of, not damaged and stored appropriately in the yard or warehouse
- Carry out basic daily and weekly fleet management i.e. tyre pressure, fluid checks, lighting checks and other routine safety checks and ensure the vehicles are clean and presentable.
- Facilitate the learning and skills development of Companions and to liaise closely with the Support Team

- Supervise waste management in line with Emmaus Brighton & Hove waste management policy and practice
- Responsible for managing Companions when out on the road
- Follow all health and safety procedures, instruction and training at all times and ensure that your vehicle team take their Health & Safety responsibilities seriously
- Emmaus works with people who may have faced multiple disadvantages. This can include but is not exclusive to: homelessness; mental health issues; contact with the criminal justice system; historical substance and/or alcohol misuse; and domestic abuse. Because of this, all employees are subject to enhanced DBS checks.

General

- To be flexible and willing to carry out any other reasonable driving or other duties as required (e.g. driving people to appointments, moving stock, other deliveries)
- To play a full role in the Emmaus Brighton & Hove Community and Emmaus by the Sea fulfilling additional tasks as requested by the management team
- To understand and work in accordance with the principles of Emmaus International and uphold its values and ethos

- Experience of driving cars, vans and Luton-style vehicles
- Educated to GCSE level or equivalent, with passes in English and Maths
- Excellent customer service skills
- Experience of complying with Health & Safety regulations and experience of being responsible for delivering these
- Experience of risk assessments
- Experience of managing challenging behaviour and conflict resolution
- Experience of coaching, team building and motivating others
- Experience in maintaining professional boundaries

Personal Characteristics

- Flexible and adaptable to meet the needs of the Community and business
- Effective communication skills - including written, verbal, listening skills
- Effective time management and organisational skills
- Enthusiastic with a 'can do' attitude
- Able to work as a team member and team leader
- Self-motivated and able to work on own initiative
- Able to remain calm under pressure
- Able to lift, carry and manoeuvre furniture on a day-to-day basis
- Able to use maps and satnavs for effective and efficient route planning
- Empathetic and understanding of a wide range of needs and experiences
- Respect of confidential issues
- Has an understanding of and belief in equality
- Has an understanding of and empathy for the work of Emmaus, and an ability to uphold Emmaus' values

Terms and Conditions of Employment

- Salary - £9.90 per hour
- Working Hours – Full time hours –Tuesday to Saturday 9am to 5pm with half an hour lunch break. Lunch provided.
- Annual Leave – for full time employees, 25 days per annum plus 8 bank holidays.
- Pension – Stakeholder pension
- Training & Development – Individually tailored induction, training and development
- Employee Assistance – a 24/7 employee assistance scheme is available

To Apply

To apply please send your completed application form and cover letter to Joel Lewis, Business Manager.

Those shortlisted will be invited to an assessment day, the date of which to be agreed with the successful candidates.

Safeguarding and Right of Work in the UK

The role will involve working with Companions and in the Community, therefore the successful applicant will need to have a Disclosure and Barring Service (DBS) check carried out. This is to check the criminal records and that the person is not barred from working with 'adults at risk'. Some Companions can be classed as adults at risk. An adult at risk is anyone that has one or more of the following:

- Does not understand certain decisions or transactions
- Are unaware of their rights or how to complain
- Have communication difficulties
- Have limited life experiences
- Are socially isolated
- Have low self esteem
- Are dependent on others for their basic needs

The additional details form is needed to check any previous convictions. After interviews, the successful candidate will need to provide evidence of right to work in the UK and complete a DBS check.

How we store and use your personal information

Your application form and other information will be stored in a password protected folder throughout the interview process. It will be stored for six months, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However, if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

The application form only will be passed onto other members of the panel. But before it is passed on, the personal information will be removed from your application form. This includes:

- Name
- Address
- Age
- Marital Status

This is to protect your personal information, but also to enable us to shortlist 'blind', so that we are fair and equitable to encourage a diverse workforce.

You can read our full **Privacy Statement – Sussex Emmaus – Employees and Potential Employees** here:

<https://www.emmausbrighton.co.uk/media/1991/privacy-statement-employees-and-potential-employees-may-2018.pdf>

Emmaus Brighton & Hove

Job Application Form



Address – Emmaus Brighton & Hove, Drove Road, Portslade, East Sussex, BN41 2PA

Tel – 01273 426470 Email – contact@emmausbrighton.co.uk

Registered charity no - 1053354

www.emmausbrighton.co.uk

Please complete this form in black ink or type, and **return by email or post to Joel Lewis, Business Manager, at the above address or via admin@emmausbrighton.co.uk**. Please complete this form accurately, giving as many details as possible of your skills and experience relating to the job. Short-listing will be based on the information gathered from this form, read in conjunction with the person specification for the role.

Please state where you saw this post advertised:

Job Details

Title:	First name	Surname:
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Address:	Email address:
	Home tel:
	Work tel:
	Mobile tel:

Are there any restrictions regarding your employment? E.g., Do you require a work permit?	Yes*/no
*If you answer yes, please provide details below	
How much notice are you required to give your current employer?	

Reasons for Applying

Please outline your reasons for applying for the post. (Please continue onto a separate sheet if necessary)

Education and Qualifications

Please list any qualifications you have gained or are about to gain (most recent first).

Date	Name of School / College / University / Training Body	Type of Qualification	Subject	Result

Training

Please list any training you have received, or courses you have attended that you feel are relevant to the post (most recent first).

Date	Details of Training Course

Past Employment Details

Please start with your most recent / current employment. Briefly describe the main duties and responsibilities.

Employer's Name & Address	Job Title	Brief Description of Duties	Date		Salary	Reasons for Leaving
			From	To		

Relevant Skills and Experience

Please provide information that shows **how you meet the person specification** and how your skills and experience support your application for the position. The person specification and job description relevant for this section can be found in the application pack. (Please continue onto a separate sheet if necessary)

Other Interests

Please give details of any vocational activities or voluntary commitments:

Referees

Any offer of employment is dependent on receipt of 2 satisfactory references. Please provide details of two referees who can comment on your suitability for this post. We would normally wish to see one reference from your present or most recent employer. References will only be taken up for the successful candidate.

Referee 1:	Referee 2:
Name:	Name:
Position:	Position:
In what capacity does this person know you:	In what capacity does this person know you:
Organisation:	Organisation:
Address:	Address:
Tel:	Tel:
Email:	Email:

Declaration and Signature

<p>I confirm that the information contained in this application form is accurate and correct.</p> <p>Signature _____ Date _____</p> <p>By signing and returning this application form you consent to Emmaus using and keeping information about you relating to your application or future employment. This information will be used solely for recruitment purposes and will be retained on file for 6 months.</p> <p>In addition to this, Emmaus may wish to hold your details on file for consideration for any future vacancies that may arise. Please indicate if you wish to be considered for other posts which may arise within the next 6 months: Yes/no</p>

Thank you for completing this application form.
 Please forward this together with other associated forms to the address specified at the beginning of this form