



Emmaus North East

Driver

Job Description & Information Pack

Terms and Conditions of Employment

- Salary of £9.90p/h
- Working Hours – full time hours are 37.5 hours per week, Monday to Saturday
- Flexible Working – Options available, subject to the requirements of individual roles
- Annual Leave – 25 days per annum, plus 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 CV, with a supporting statement on no more than one side of A4, and the additional details form and return to recruitment@emmaus-northeast.org.uk by 25th April 2022

Interview/assessment day for those shortlisted will be held w/c: 02/05/2022



Dear applicant

Thank you for showing an interest in working for Emmaus North East. We are looking for an experienced van driver to join our team.

The van driver will be responsible for driving a 3.5 tonne Luton van and/or long wheel-base transit van working alongside Emmaus Companions in the collection and delivery of donated furniture and household items.

You will and assist the store team(s) in the operation of removal and placement of furniture within store.

The role requires a time commitment of 37.5 hrs per week and will be permanent subject to passing a 3-month probation.

Emmaus North East offers this position on a salary of £9.90 p/h + pension.

To apply then please send your CV, supporting statement showing how you meet the person specification to recruitment@emmaus-northeast.org.uk by 9:00am on 25th April 2022

Interviews/assessment day will be held w/c: 02/05/2022.

If you would like to arrange an informal discussion about the role, please email andrew.wisbach@emmaus-northeast.org.uk

Kind regards

A. Wisbach

Andrew Wisbach
Emmaus North East

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 750 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 enterprise;
- 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.

About Emmaus North East

- We provide accommodation for up to 22 formerly homeless people, ready to make a fresh start.
- As well as a home, we provide work, education and training to help them to gain employment in the future.
- We are people focused, not numbers driven. We are not a hostel for the homeless. We don't just offer a hot meal or a bed for the night. We are the homelessness charity with a difference.
- Our residents work in a social enterprise undertaking house clearance, in our workshop recycling furniture and household goods.
- The goods are sold via retail shops in Hebburn, Low Fell, South Shields and through our online sales platforms including eBay and Etsy.
- We operate a social supermarket; Lucie's Pantry. The supermarket provides a sustainable and affordable source of food and household essentials to members of the local community struggling to make ends meet through debt, illness or low income.
- We have the support of South Tyneside Council and are working in partnership with them and other local agencies.
- Our community provides new and jobs while injecting over £200,000 into the local community each year.
- We have secured support from local, regional and national funders, including: Virgin Money Foundation, The National Lottery, Coalfields Community Trust, The Catherine Cookson Trust, The Barbour Trust, The Sherburn Trust, The Hedley Denton Trust, The Joicey Trust, The Department of Communities and Local Government's Community Ownership and Management of Assets fund and various funds administered by the Community Foundation for Tyne & Wear.
- Our community is making a positive contribution to the local economy and is helping to meet the needs of vulnerable people in the area.
- We believe in the circular economy and have strong environmental credentials with our emphasis on re-use and recycling.

Support Worker Job Description

Job title:	Driver
Reports to:	Business Manager or Designated Supervisor
Location:	Emmaus North East Community and Social enterprises, some regional travel

Overall Purpose of the Job

To drive a 3.5 tonne Luton van and/or long wheel-base transit van working alongside Emmaus Companions in the collection and delivery of donated furniture and household items. You will assist the store team(s) in the operation of removal and placement of furniture within store.

You will be expected to provide instruction to Companions on the safe handling, loading, and unloading of goods and to support the welfare, care, and development of Companions in the Community in a manner which embodies the Emmaus ethos.

You will work closely with other members of ENE, including volunteers, to benefit our social enterprises, and solidarity activities in line with the Emmaus core offer and you'll be motivated by ensuring Companions can take on increasing responsibilities in the community and enterprises and allowing our businesses to be Companion operated at several levels.

It is this model that makes Emmaus unique and truly holistic in approach.

Accountabilities

Responsible to the Business Manager for:

- Responsible for ensuring that only quality donations and those which conform to all relevant legislation (including 1988 Fire Safety Legislation) are accepted for re-sale in the retail enterprises(s)
- To ensure that customers are dealt with in a positive and professional manner demonstrating good customer service
- To actively promote and support the administrative process of our Gift Aid System when collecting donated items
- To use driver mobile device correctly ensuring deliveries and collections are accurately recorded
- Lead the Companions in ensuring all stock is taken care of, not damaged, and stored appropriately in the store(s) or warehouse and safely secured on the van
- To carry out basic weekly fleet management i.e. tyre pressure, fluid checks, lighting checks and other routine safety checks
- To support the learning and skills development of companions (in terms of driving, administration, customer services etc.)
- Responsible for training companions who are eligible to drive
- When not operating the vehicle, to assist the furniture team
- To undertake other driving duties as required (e.g., driving people to appointments, other deliveries)
- To play a full role in the Emmaus North East Community fulfilling additional tasks as requested by line manager.

Personal Specification

Essential	Desirable
Education: <ul style="list-style-type: none"> GCSE level inc. Maths and English 	Education: <ul style="list-style-type: none"> First Aid trained
Skills: <ul style="list-style-type: none"> Effective time management and organisational skills Ability to remain calm under pressure Ability to drive, holding a full manual driving licence (we expect this to be clean but will consider applicants with points on a case-by case basis) Able to supervise Companions' and volunteers' work and to support their learning and development A positive and professional customer services attitude Able to work as a team member and team leader Ability to relate to and work with people, some of whom may present challenging behaviour The ability to lift, carry and manoeuvre furniture on a day to day basis 	Skills: <ul style="list-style-type: none"> Effective written and verbal communication skills Effective administrative skills Competent IT user including Microsoft Office Packages, internet, and email
Experience: <ul style="list-style-type: none"> Minimum of 1-year experience of driving cars, vans and Luton-style vehicles Experience of complying with Health & Safety regulations and experience of being responsible for delivering these 	Experience: <ul style="list-style-type: none"> Delivery driving Working with vulnerable people or people with challenging behaviour Experience of working with volunteers Experience of working with and relating to a diverse range of people • Experience of using delivery/collection mobile devices
Knowledge: <ul style="list-style-type: none"> An understanding of the need to maintain safe working boundaries Demonstration of a belief in and the ability to adopt and work within the Emmaus ethos and principal 	Knowledge: <ul style="list-style-type: none"> Knowledge and understanding of issues surrounding homelessness
Other: <ul style="list-style-type: none"> A belief in the potential of each individual and an understanding of the importance of community in helping an individual to achieve their potential Effective team player, with the ability to lead, work and delegate Able to work unsupervised and on own initiative Self-motivated Ability and willingness to work with and alongside companions, staff, and volunteers Empathetic and understanding of a wide range of needs and experiences Awareness and acceptance of own limitations. Commitment to environmental sustainability and social development Awareness, understanding and compliance to Equal Opportunities Understanding of professional boundaries Able to welcome people into the community with no prejudice 	Other:

Notes:

- This job description is not exhaustive, and amendments and additions may be required in line with future organisational changes.
- This post would require a DBS check and the taking up of two references.

- Emmaus North East is an Equal Opportunity employer and we welcome applications from all sectors of the community.

Safeguarding and Right of Work in the UK

The role will involve working with companions and in the community, then the role 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 CV 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 CV only will be passed onto other members of the panel. But before it is passed on, the personal information will be removed from your CV. This includes:

- Name
- Address
- Age
- Marital Status

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