

**Application Pack**

**Van Driver**

**Part time**

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 September 2024

Dear Applicant

Thank you for showing an interest in working for Emmaus Village Carlton (EVC). We are looking for a compassionate individual that are also highly motivated and enthusiastic.

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

Working alongside companions and reporting to the Reuse & Recycle Manager, the Van Driver will provide and promote a supportive and nurturing environment for companions whilst also successfully fulfilling the duties of the Van Driver.

If you have the relevant personal qualities, experience, skills, enthusiasm and a positive “can do” attitude and would relish the chance to work in this dynamic, progressive, and successful charity, we would like to hear from you. You will be joining a friendly and enthusiastic team who are passionate about what they do and a social enterprise that has an exciting future.

Before applying I would urge you to carry out some background research, so you understand the ethos and concept of an Emmaus Community. This role is not just about delivery of targets, it is equally important that you can support, motivate, and develop our companions in a positive way.

I look forward to hearing from you.

Kind regards

**Steve Scott**

**Site & Re-use Manager**

**Emmaus Village Carlton**

**About Emmaus**

**We offer a home, not just a bed for the night.**

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

At Emmaus Village Carlton (EVC), companions (formerly homeless people) find a place where they can enjoy companionship and support. Each person has their own room whilst living and working in the community.

**We offer work.**

All companions work full time and there is work for everyone. The shops and bistro provide a commercial setting where skills can be learned in a supported and friendly atmosphere.

**We offer a new beginning.**

Emmaus offers homeless people a fresh start in life with the support of the community around them. They can stay as long as they wish and are offered opportunities to train and acquire new skills. When a companion wants to move on, he or she will be assisted to find accommodation and work.

**Emmaus in the world.**

Emmaus is not just in the UK. It originally started in France in the 1940s and since then has grown into an international movement with more than 400 groups based in 41 countries across the world. Emmaus started in France shortly after the Second World War, when homelessness was a big issue.

**How it works.**

There are currently 33 Emmaus communities across the UK, providing a home and meaningful work to more than 840 formerly homeless people. In addition to this, there are five emerging groups, working hard to establish new communities. No two Emmaus communities are the same – each has its own individual personality, providing a set of services that meet the needs of its local area. The UK is now the largest Emmaus movement outside of France.

**Working with companions.**

Supported by staff and volunteers, companions are the mainstay of the EVC operation throughout the site. We exist to support companions. Some have never worked, have limited confidence, and can find responsibility challenging.

As well as undertaking deliveries and collections, the role of Van Driver also includes the need to coach, mentor and motivate companions on a daily basis.

**Terms of employment.**

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| **Salary:**  | £13.06per hour  |
| **Hours of work:** | 22.5 hours per week: Friday - Sunday 8.30am to 4.30pm with flexibility to cover sickness and holidays as required. |
| **Pension:** | An auto enrolment pension arrangement whereby the employer contributes 5% and employees 3%. |
| **Holidays:** | 23 days per year plus Bank holidays pro rata . |
| **Training and development:**  | Individually tailored induction, training, and development.  |
| **Employee Assistance:** | 24/7 employee assistance scheme is available. |

**Working Conditions.**

Emmaus Village Carlton runs its operations seven days a week and provides 24 hours,

7-days/week support to the community. We open to the public five days per week, Wednesday to Sunday, and this role will be required to work these business opening days.

Emmaus works with vulnerable adults at risk. Staff and volunteers must observe the proper professional boundaries while performing their role.

All staff must always act in a way which will maintain the good reputation of Emmaus Village Carlton, upholding the policies and procedures of Emmaus and striving to preserve good working relationships with staff, volunteers, companions, and trustees. All staff are required to keep personnel information and significant matters relating to the community confidential.

In Emmaus, volunteers are an important resource and make a vital contribution to Emmaus’ aim to take action to help the most disadvantaged people. Emmaus therefore encourages the development and support of volunteer involvement in its work.

We expect you to carry out your job responsibilities in an environmentally aware manner. Our aim is to ensure all resources are utilised effectively and efficiently.

**Site Details.**

Emmaus Village Carlton is currently based on one single 6-hectare site. There are two trading buildings open to the public, an ‘Under 1 Roof’ building for sorting of donated goods, a waste recycling area, offices, garden, grounds, playing fields, three residential houses for companions, move on accommodation and staff accommodation.

**Safeguarding and right to work in the UK.**

The role will involve working with companions and requires a Disclosure and Barring Service (DBS) check. 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.

After interviews, the successful candidate will be required to provide evidence of their 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 for 6 months following the closing date to enable equality monitoring and 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 securely destroyed.

Your CV and supporting letter will only be passed to other members of the recruitment panel, but before it is passed on for the selection process, 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 we are fair and equitable to encourage a diverse workforce.

**Application process**

To apply please **send your CV with a supporting letter** (maximum 2-sides of A4) detailing:

1. Why are you applying for this role?
2. What relevant experience and skills do you have?
3. Why are you the best candidate for this position?

to Recruitment@emmausvc.org no later than 9am Wednesday 2nd October 2024

Find out more about Emmaus Village Carlton by visiting <https://www.emmaus.org.uk/village_carlton>

***We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.***

Emmaus Village Carlton, School Lane, Carlton, MK43 7LQ. T: 01234 720826

Charity Number: 1083113. Company Number: 3924340

 **Emmaus Village Carlton**

**Van Driver**

**Job Description**

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| **Job Title:** | Van Driver – Part-time |
| **Reports To:** | Reuse & Recycle Manager |
| **Location:** | Emmaus Village Carlton, School Lane, Carlton. MK43 7LQ |

**Job Purpose**

To drive a 3.5 Tonne Luton Van, working alongside Emmaus companions in the collection and delivery of donated furniture and household items and assisting the furniture team in the operation of the furniture loading bay.When not driving to help around the site with small maintenance tasks.

The post holder 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.

**Duties and Responsibilities**

Responsible to the Reuse & Recycle 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 shop.
* 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 and not damaged and stored appropriately in the yard 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, help cover the site & do gardening such as mow the grass on the rise on mower.
* To undertake other driving duties as required (e.g., driving people to appointments, other deliveries)
* To play a full role in the Emmaus Village Community fulfilling additional tasks as requested by line manager.

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| **Person Specification** |
| **Essential**  | **Desirable** |
| Experience |
| * A minimum of 3 years experience of driving cars, vans and

Luton-style vehicles* Experience of complying with Health & Safety regulations and experience of being responsible for delivering these
 | * 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
* Experience of Gift Aid (Training can be given)
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| Education / Professional Certification |
| * Good general education to include Maths and English GSCE or equivalent
 | * First Aid Certified
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| Skills |
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| * 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.
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 | * Effective written and verbal communication skills
* Effective administrative skills
* Competent IT user including Microsoft Office Packages, internet, and email
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| Knowledge and Commitment |
| * Demonstration of a belief in and, the ability to adopt and work within the Emmaus ethos and principles
 | * Knowledge and understanding of homelessness issues
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| Personal Characteristics |
| * 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.
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