

## **Van Driver Job Description**

**Job Title:** Van Driver

**Location:** Foyle Hospice

**Reports to:** Retail Manager

**Responsible to:** Director of Income Generation and Communications

**Hours of work:** 37.5 hours per week

**Salary:** Agenda for Change Band 2 (PayScale), £12.51 per Hour

**Contract:** Permanent

**Please note Foyle Hospice terms and conditions vary from Agenda for Change.**

### **Job Purpose/Summary**

The collection and delivery of goods to and from the Hospice, the Retail Shops, members of the public and other agencies as directed.

### **Key Duties & Responsibilities**

- To ensure that all requests for collection and delivery are approached with care, efficiency, and cooperation.
- Collect donated goods, including furniture items, from members of the public's homes and deliver them to various retail locations following the Hospice procedures.
- To deliver purchased goods, including furniture items, to the homes of members of the public following hospice procedures.
- Move goods between various shops as requested.
- Collect and dispose of rubbish from the Retail Shops in accordance with Health and Safety legislation.
- To ensure that vehicle checks are performed daily before and after use and to escalate any issues.

- Responsible for ensuring the van is refuelled, clean and tidy.
- To report any incidents, accidents, or near incidents to the Retail Centre Manager as soon as possible, following the correct guidelines.
- Attend meetings regularly with the Line Manager.
- To undertake house clearances as directed.

### **General Responsibilities**

- Collecting furniture, clothes, and bric-a-brac from the general public and distributing it to Hospice shops in Pennyburn, Ballykelly, Derry, Strabane, Limavady and Castlederg.
- Lifting and loading of furniture, clothes and bric-a-brac as required.
- Support hospice shops with deliveries of purchased items to the general public.
- Assist with the management of clothing banks.
- Attend monthly fundraising team meetings.
- Attend training courses as and when required at the request of the Area Shop Manager.
- Undertake any other tasks of an equal nature reasonably required by the Area Shop Manager

## **ADDITIONAL INFORMATION FOR EMPLOYEES**

### **Conduct**

Employees must at all times abide by Foyle Hospice policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

### **Performance**

Employees are expected to demonstrate commitment to the Hospice by ensuring regular attendance at work and efficient completion of duties.

### **Risk Management**

Employees must ensure that they comply with any risk management responsibilities specific to their post.

## **Governance**

Foyle Hospice is committed to the development and implementation of systems under governance to ensure continuous improvement in the quality of services provided. Employees will be expected to be pro-active, co-operate and work with these systems.

## **Confidentiality**

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person. Social media policy must be adhered to at all times.

## **Equality and Human Rights**

Employees must ensure that equality and human rights issues are addressed within the post holder's area of responsibility.

## **Health and Safety**

Employees should note that under Health & Safety at Work Legislation they are required to take all reasonable steps while at work to ensure their own health and safety and the health and safety of those who may be affected by their acts or omissions at work.

## **Smoking, Alcohol & Health**

Foyle Hospice operates policies on smoking, alcohol and health.

## **Environmental Cleanliness**

Foyle Hospice promotes a culture of cleanliness and has adopted a partnership and collaborative approach that recognises cleanliness as the responsibility of everyone, cascading throughout every level of the organisation.

## **Infection Prevention & Control**

Foyle Hospice operates policies to prevent healthcare-associated infections and the post holder is required to comply with all infection prevention policies, guidelines, protocols and procedures.

**Access NI Disclosure** – Foyle Hospice operates in line with the Access NI Code of Practice. Further details can be obtained from [www.accessni.gov.uk](http://www.accessni.gov.uk).

## **We are an Equal Opportunity Employer**

This Job Description is not exhaustive. It is a guide and may be amended at any time to meet the changing needs and/or requirements of the organisation, subject to discussion with the post holder.

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Criteria	Essential	Desirable
Experience & Knowledge	<ul style="list-style-type: none"> <li>• Full clean driving licence</li> <li>• Minimum of 1 year Van driving experience in a similar role (age 25 or over as required to drive Hospice vehicle).</li> <li>• Experience working with the general public.</li> </ul>	
Skills / Abilities	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Ability and enthusiasm to work as part of a team but must be able to work with minimum supervision.</li> <li>• Reliable – timekeeping and attendance.</li> <li>• Prepared to be flexible in respect of tasks and duties.</li> <li>• Customer Service Oriented</li> </ul>	

**Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.**

**Post will be subject to references.**

**March 2026**