

Person Specification

Job Title:	Self Employed Driver
Department:	Retail
Location:	Across Coventry and Warwickshire
Responsible to:	Retail Area Manager

Attributes	Essential	Desirable
Educational / Professional Qualifications	<ul style="list-style-type: none"> Full clean driving licence 	<ul style="list-style-type: none"> Educated to GCSE standard or equivalent
Previous Experience	<ul style="list-style-type: none"> Van driver distributing stock/goods to numerous locations Managing the distribution of stock in an efficient manner Planning route to maximise efficiency of delivery of stock/goods Experience of dealing with customers and 3rd parties and providing excellent customer care 	<ul style="list-style-type: none"> Experience of supervising volunteers Organising collections of large amounts of stock General stock management Knowledge of the Coventry and Warwickshire area Use of vehicle tracking systems and satnav Experience of working in a retail environment
Accountability for Staff & Volunteers		<ul style="list-style-type: none"> Supervision of volunteers
Skills and Attributes	<ul style="list-style-type: none"> Able to professionally represent Myton Organisational and prioritising skills Ability to work independently and as part of a team 	<ul style="list-style-type: none"> Proactive and able to use initiative to determine appropriate actions with regards to stock distribution Awareness of safe storage/disposal of stock

	<ul style="list-style-type: none"> • Ability to motivate self and others, demonstrate resilience 	
Other	<ul style="list-style-type: none"> • Mobile throughout the catchment area of the hospice • Access to own transport • Fully insured • Hold a UTR Number • Flexible if change of base location is required at short notice • Willing to work flexibly across 7 days including weekends and bank holidays • Knowledge of safe moving/handling of goods. • Able to lift heavy and/or bulky items 	<ul style="list-style-type: none"> • Awareness of Gift Aid rules and regulations