



Bicton Heath, Shrewsbury, SY3 8HS

Re : Van Driver (Bank Contract)

Thank you for your request for further information for the above mentioned post. Please find attached the following:

- 1. Information to Candidates**
- 2. Equal Opportunities Monitoring Form**
- 3. Job Description**
- 4. Person Specification**

As you will be aware, this post will be offered subject to an Enhanced Disclosure provided by the Disclosure Barring Service

Having read the enclosed information, your completed application form should be returned to me at the address above or emailed to HR@severnhospice.org.uk.

Thank you for the interest you have shown in this post.

Yours sincerely

Gaynor Taylor
HR Advisor
Encs.



**Severn Hospice
Van Driver – Bank Contract**

INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

- **MEDICAL**

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

- **REFERENCES**

No formal offer of employment will be made until we have received satisfactory references.

- **SALARY**

The hourly for this post is £9.83

- **MUTUALITY OF OBLIGATION**

You must understand that although appropriate work may be offered to you if available, the Hospice is under no obligation to do so, and similarly you are under no obligation to accept any offer of work from us. You will be asked to submit your availability for work on a weekly basis.

- **HOLIDAY**

Not applicable. Your hourly rate includes an amount per hour in respect of holiday entitlement as required under the Working Time Regulations 1998 (as amended).

- **PENSION**

The Hospice is able to offer ex NHS staff continuity of membership* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice.)

Severn Hospice Equality and Diversity Statement

Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

A copy of the Hospice's Equality and Diversity Policy is available upon request.

Severn Hospice

EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for

Full name of applicant

Date of birth (age)

• **Gender**

- Do not wish to disclose
 Male Female Transgender

• **Sexual Orientation**

- Do not wish to disclose
 Heterosexual / Straight Bisexual Gay / Lesbian
 Any other sexual orientation – please specify

• **Religion or Belief**

- Do not wish to disclose
 Baha'i Buddhist Christian Hindu Jain Jewish
 Muslim None Pagan Sikh Zoroastrian
 Any other religion or belief – please specify

• **Ethnic Group**

- Do not wish to disclose

White

- English, Welsh, Scottish, Northern Irish, British Irish Gypsy or Irish traveller
 Any other White background – please specify

Mixed / multiple ethnic group

- White & Black Caribbean White & Black African White & Asian
 Any other mixed background – please specify

Asian / Asian British

- Indian Pakistani Bangladeshi Chinese
 Any other Asian background – please specify

Black / African / Caribbean / Black British

- Caribbean African
 Any other Black, Caribbean, African background – please specify

Other ethnic group

- Arab
 Any other ethnic group – please specify

• **Disability**

- Do you have a physical impairment? Yes No
Do you have a mental impairment? Yes No

Data Protection Act

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature Date

(please tick appropriate box)

Thank you for completing this form



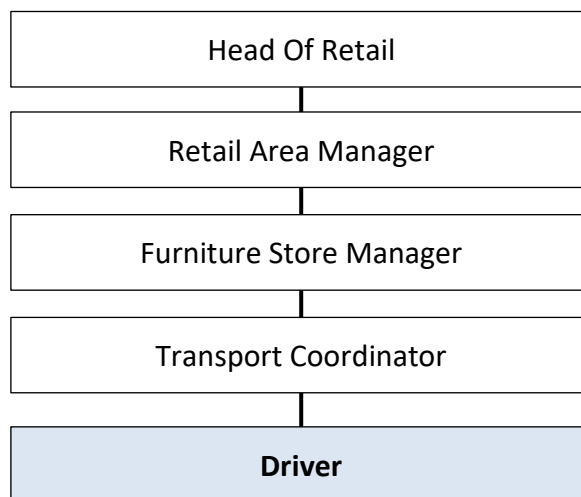
Job Description

Role	Driver - <i>Please note, due to insurance purposes, applicants must be 25 years of age or over.</i>
Hourly Rate	£9.83
Location	Harlescott, Shrewsbury
Reporting to	Transport Coordinator
Reporting to this role	None

Purpose Of The Post

Working from our Furniture Store in Harlescott, Shrewsbury, the role is mainly responsible for the collection and delivery of furniture items to and from residences, mainly in a 3.5t vehicle. In addition, the role will undertake other collections and deliveries as part of the retail operations, including to and from shops.

Position Within Severn Hospice



Role Responsibilities

- To drive and carry goods within the law and Severn Hospice's policies.
- To manually load the van daily with furniture and other goods for delivery.
- To assist in the collecting, packing and transporting of good from house clearances, including moving furniture and other large goods up and down stairs.
- To use run sheets, and enter data onto these when deliveries and collections have taken place.
- To collect and deliver items donated items, principally furniture, from donors' homes and businesses.
- To undertake collections and deliveries at Severn Hospice shops, and from other locations as part of the retail transport approach.
- To liaise with customers and shops' workforce in a polite and professional way when collecting and delivering items.
- To carry out daily checks to ensure the vehicle used in the transport process is compliant with current regulations.
- To follow Retail procedures and policies regarding: acceptance criteria for furniture, moving items and accessing customers' homes and dealing with customers.
- To assist in the safe storing and movement of general waste and recyclable material to our recycling partner's premises or assist them in their collections of such products.
- To advise and encourage customers to register to the Gift Aid scheme when applicable.
- In addition to driving, the role will also be involved with operations at the furniture warehouse when not driving. These include;
 - Serving customers.
 - Merchandising goods.
 - Sorting goods and checking condition for sale.
 - Cleaning of the warehouse environment.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur.

Person Specification

The candidate must demonstrate, with examples and evidence, that they meet the personal skills and qualities below.

Essential	Desirable
<ul style="list-style-type: none">• A full clean and current driving licence (to cover Category B1 vehicles)• Experience of driving a vehicle in a collection and delivery service.• Awareness of motor vehicle legal compliance for road use.• Good written and spoken communication skills.• Ability to work with minimal supervision.• Organisation and planning skills to manage a flexible workload.• Polite and professional attitude with customers and team.• Understanding and acceptance of the values and ethos of the Hospice.• Commitment to diversity and equality in the workplace.• Self-motivated, punctual, reliable, able to maintain confidentiality.• Ability to be an effective team player.• Desire and passion for the values and ethos of Severn Hospice.• Belief that diversity and equality improves the working environment.• Basic general education including English and Maths.	<ul style="list-style-type: none">• Experience in the furniture trade and/or furniture removals• Experience of driving a Luton van with tail-lift• Experience of working with volunteers• Previous manual handling training
Other Requirements	
<ul style="list-style-type: none">• The role involves significant levels of manual handling.• Occasional travel may be necessary in order to attend meetings and training courses.	

Supplementary Information

- In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.