

Drivers Mate Volunteer

Time Commitment	We are looking for a commitment of one day a week – Monday, Tuesday, Wednesday or Thursday. It would be from around 8am – 5pm
Location	You would meet with the Trading Driver at Little Havens Hospice in Thundersley and then travel together in the Trading van, to our Charity Shops across Essex
About Us	<p>Havens Hospices provides palliative nursing and supportive care to adults and children living with complex or incurable conditions.</p> <p>Havens Hospices is committed to safeguarding patients and their families, visitors, staff and volunteers. The recruitment of all staff, volunteers and trustees is robust and follows principles for Safer Recruitment.</p> <p>Our Values</p> <ul style="list-style-type: none"> • Care and Compassion • Commitment • Community • Courage • Integrity
Benefits of volunteering	<ul style="list-style-type: none"> • Meet new people • Try something new • Be part of your local community • Learn a new skill or experience • Increase confidence and self esteem • Improve employment prospects • Be part of a team • Move towards making a career change • Use your skills to benefit others • Give you a purpose or routine • Training in a key industry skill <p>Evidence suggests that volunteering has a positive impact on your health and wellbeing.</p>
What we offer you	<ul style="list-style-type: none"> • Named Volunteer Coordinator to support you in your role • Induction and ‘on the job’ training as required • Volunteer Charter which demonstrates our commitment to volunteers • Agreed out of pocket travel expenses • Recognition in the form of thank you events

	<ul style="list-style-type: none"> • Certificate of volunteering (on request)
What the role involves	<ul style="list-style-type: none"> • Visiting each shop with our Driver to deliver and collect stock for rotation and dropping off new goods • Ensuring that the correct stock and paperwork is delivered to the correct shop • Maintaining a flexible approach • Representing the charity whilst driving • Any other reasonable duties designated by the Operations Manager
Skills, experience and qualities required for the role	<ul style="list-style-type: none"> • You will need to be fit, as this role does involve lifting (each bag can weigh up to 10 Kilos (approx. 1 ½ Stones) • Reliable, regular and punctual attendance • Dependable, interactive communication • Flexibility and adaptability when required • Promotion of good customer service
Recruitment process	<ul style="list-style-type: none"> • Application form • Informal interview • ID verification • Two references • Recruitment paperwork • Induction session • e-learning training (paper based available if not computer literate) and Workbook
What we require from our volunteers	<ul style="list-style-type: none"> • Satisfactory recruitment checks • Respecting and adhering to the charity's Values • Following the guidelines, policies and procedures of the charity • Carrying out your role to the best of your ability, enthusiasm, and professionalism • Being reliable and committed, giving as much notice as possible if you are unable to attend your shift • Participating in training deemed relevant for your volunteer role, within the agreed timeframes • Maintaining confidentiality of charity information and adhering to GDPR (data protection) regulations
Volunteer Services Team contact details	<p>01702 426237</p> <p>volunteering@havenshospices.org.uk</p> <p>www.havenshospices.org.uk/volunteering</p>

Last reviewed and updated: September 2020