

# Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Collection Driver (&amp; Warehouse Operative)</b>
<b>STATUS</b>	<b>Full-time (based in Bradford, with travelling around the country)</b>
<b>HOURS</b>	<b>Minimum 30 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Recycling Manager</b>
<b>SALARY</b>	<b>National Living Wage</b>

Ummah Welfare Trust (UWT) runs nationwide clothes recycling programme to help preserve its's 100% donations policy. With clothing banks across the UK, the charity is able to recycle donated clothes and generate an income to cover its administration costs.

Due to the ongoing growth of the programme, a competent van driver is needed to collect clothes from banks around the country and deliver them to its recycling warehouse in Bradford.

## KEY DUTIES

- Collect clothes from clothing banks around the country.
- Collect household items and furniture from around the country.
- Regularly replenish stock of UWT's charity shops.
- Be able to do sustained periods of heavy lifting daily.
- Clean clothing banks and it's vicinity on a regular basis.
- Complete daily vehicle checks.
- Safeguard and maintain UWT's vans and equipment.
- Adhere to the Highway Code and drive in a courteous manner.
- Be a quality first point of contact for mosques, schools and businesses.
- Work 5 days a week, including some Saturdays or Sundays when needed.
- Help in other duties when required by the organisation.

## PERSON SPECIFICATION

- Hold a full clean driving licence.
- Have at least one year's experience in driving a van.
- Experience in multi-drop pickups and route planning.
- The role involves manual handling of stock, in volume, on a daily basis. You must be physically fit and be able to carry bags of clothing in and out of a van continuously.
- Have basic literacy and numeracy skills.
- Be self-motivated with an ability to work on your own.
- Have good organisational skills with the ability to prioritise work.
- Be honest, trustworthy, and sympathetic to the aims and objectives of the charity.
- Be a team player with a very flexible approach to work.

**This post is subject to a Disclosure and Barring Service (DBS) check.**

To apply for this role, email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org). The closing date for applications is **10<sup>th</sup> December 2021**.