

Job Description

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



Reg. Charity No. 1000851

ROLE	Driver & Warehouse Operative
STATUS	Full-time/Part-time (based in Bradford)
HOURS	up to 40 hours per week
RESPONSIBLE TO	Recycling Manager
SALARY	£9.90 per hour

THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world, and also ensuring that the rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability, and as such the charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

THE ROLE

Ummah Welfare Trust is looking for an enthusiastic, hard-working Driver & Warehouse Operative to support the charity's clothes recycling services. You will help ensure that warehouse processes run smoothly and that recycled clothing orders are prepared, dispatched and delivered on time. You will be required to drive a 3.5 tonne long wheel based van.

MAIN DUTIES

- Ensure efficient loading and unloading of clothing from vehicles into and from the warehouse.
- Loading/unloading of all stock and moving it around the warehouse.
- Help sort, grade and bail clothes.
- Respond to and deal with customer enquiries.
- Drive a van around the country to collect and drop off donated stock and recycled clothes.
- Ensure recycling banks are emptied when instructed as well as keeping areas in the vicinity of these and other banks clean and safe.
- Maintain standards of health and safety, security and cleanliness/hygiene of the warehouse and of the vans.
- Undertake other ad hoc duties as commensurate with the role.

PERSON SPECIFICATION

<i>CATEGORY</i>	<i>CRITERIA</i>	<i>REQUIREMENT</i>
Qualifications	Hold a valid UK driving license	Essential
	Valid forklift license	Desirable
Experience	Experience in driving a long wheel base van	Essential
	Stock grading and sorting experience	Desirable
Skills /Abilities	Ability to manoeuvre stock by hand and lift heavy loads for sustained periods	Essential
	Capable of dealing with high volume of stock and warehouse operations	Essential
	Ability to work under pressure and to tight deadlines during busy periods	Essential
	Excellent communication skills and able to work well in a team	Essential
	Take pride in delivering an excellent service	Essential
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	Occasionally adapt working hours to meet the requirements of the organisation	Essential
	Residing in Bradford or the nearby Yorkshire region	Desirable

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

The **closing date for applications is 30th November 2022**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role please contact: 01204 661048