

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Van Driver x 2</b>
<b>STATUS</b>	<b>Full-time/Part-time (based in Bradford)</b>
<b>HOURS</b>	<b>up to 40 hours per week</b>
<b>RESPONSIBLE TO</b>	<b>Recycling Manager</b>
<b>SALARY</b>	<b>£9.90 per hour</b>

## 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 to support the charity's clothes recycling services. You will be required to drive a 3.5 tonne long wheel-based van and help ensure that recycled clothing orders are dispatched and delivered on time.

## MAIN DUTIES

- Load and unload clothing and recycling into and from the recycling depot and vehicles
- Plan the route and load the vehicle to match this route
- Drive a van to collect and drop off donated stock and recycled clothes
- Ensure recycling banks are emptied and keep areas in the vicinity of the recycling banks clean and safe
- Maintain standards of health and safety, security, cleanliness and hygiene of the van
- Contact customers and update tracking systems
- Make deliveries and complete all relevant delivery, route and vehicle check documentation
- Record mileage, fuel and return undelivered items
- Respond to and deal with customer enquiries; and
- Undertake other ad hoc duties as commensurate with the role.

## PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
<b>Qualifications</b>	Hold a valid UK driving license	Essential
	Valid forklift license	Desirable
<b>Experience</b>	Experience of driving a long wheel base van	Essential
	1 year experience of being a delivery van driver	Desirable
<b>Skills /Abilities</b>	Ability to manoeuvre stock by hand and lift heavy loads for sustained periods	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
<b>Other</b>	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 31<sup>st</sup> January 2023**, 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](mailto: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