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**ASAN Wood Saints Drivers Mate and Depot Operative**

**Job Description**

**1. Purpose of the post**

ASAN Wood Saints is an exciting and innovative community business established by All Saints Action Network (ASAN) to create employment and training opportunities, divert waste wood from landfill and generate surpluses to reinvest into making All Saints a better place.

A Drivers Mate and Depot Operative is needed to deliver the core role of working with the Driver, collecting waste wood from construction sites, businesses and households in Wolverhampton, Black Country and wider as well as supporting the delivery of mostly manufactured wood products

The Drivers Mate and Depot Operative will work closely with the Wood Saints Manager and the wider Wood Saints and ASAN team to develop a service which reflects our environmental and social aims and which meets the needs of our partners and customers.

The successful candidate must be able to contribute towards creating a dynamic and successful team and demonstrate entrepreneurship and creativity across all work tasks ensuring the most efficient and highest possible standard of customer service as well as maintaining relationships with customers.

**Responsible to:** Wood Saints Business Manager & Supervisor

**Salary: £17,004 PA** plus holiday pay

**Hours of work:** 37.5 hours per week withsome flexibility outside of core hours

**Application Process:** Apply by sending CV and statement explaining suitability (no more than 1 page) to[info@asan.org.uk](mailto:info@asan.org.uk) or post to ASAN, The Workspace, All Saints Road, Wolverhampton, WV2 1EL. Marking the envelope: ‘ASAN Wood Saints Drivers Mate.’ To be received no later than **Mon 17th February 5pm**.

**2. Job Description Specific Duties:**

1. Support the driver of a vehicle ensuring deliveries to a range of construction and other sites to safely collect “waste” timber, sorting and grading wood collections. Undertaking a product delivery service.
2. To load and unload vehicles taking due regard of health and safety and construction site regulations. To load waste wood ensuring efficient use of space in collections vehicle.
3. Maintaining excellent working relations with existing customers and building relationships with potential new customers
4. Exercising entrepreneurial initiative to identify and secure new wood collections, maintaining excellent customer relationships throughout thereby supporting business development and growth.
5. To market the waste wood collection service to new customers both locally and via the national builders scheme. Support any additional sales and marketing activities
6. Support the roadworthiness, cleanliness and appearance of vehicles and equipment.
7. To follow all administrative procedures relating to completing and issuing waste transfer documentation and delivery of products.
8. To be responsible for any Cash Handling in relation to deliveries.
9. To support the “look and feel” of the Depot, contributing to an organised and tidy space.
10. Be involved in audits and quality checks
11. Support and assist volunteers or trainees as appropriate
12. To undertake his/ her duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
13. To participate in a programme of self-professional development to ensure that the necessary skills, knowledge and understanding are kept up to date.
14. To participate, collate and support in the process of social accounting undertaken by ASAN
15. Working as part of the team to ensure the Wood Saints operation achieves all set financial and social objectives and targets
16. To undertake such other duties which may be reasonably regarded as within the nature of the duties and responsibilities/ grade of the post defined

Please note: This is an important position in the organisation. It is essential that you arrive at work at the required time. **THE POST HOLDER MUST COMPLY WITH ASAN’s POLICIES and PROCEDURES**

**3. Person Specification**

The key qualities that will define an applicants’ suitability are high levels of motivation and initiative; good communication skills; sympathy and understanding towards people; the ability to constructively work within a dynamic team environment and carry out a good amount of manual labour. Further details are provided below

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|  | **Essential** | **Desirable** | How Identified\* |
| **Qualifications** |  |  |  |
| A full, clean UK driving licence held for at least 6 years |  | **✓** | A |
| CSCS card | **✓** |  | A&I |
| **Knowledge & Experience** |  |  |  |
| Excellent team working skills | **✓** |  |  |
| Business acumen and appreciation of how to achieve business development and growth | **✓** |  | A&I |
| Health and Safety aware | **✓** |  | A&I |
| Ability to solve problems creatively | **✓** |  | A&I |
| Good communication, negotiation and interpersonal skills (both face to face and on the telephone). | **✓** |  | A&I |
| Good verbal and written communication skills | **✓** |  | I & T |
| Good numeracy skills | **✓** |  | A & I |
| An understanding of confidentiality | **✓** |  | I&T |
| Strong organisational and time management skills. | **✓** |  | I&T |
| Attention to detail and record keeping | **✓** |  | A |
| Ability to work flexibly as part of a team to meet the needs of the service | **✓** |  | A & I |
| Some experience of the building trade and working on construction sites |  | **✓** | A&I |
| **Personal Attributes** |  |  | A&I |
| Personable and approachable with strong relationship building skills. | **✓** |  | A & I |
| In good health and physically fit | **✓** |  | A&I |
| High level of motivation and enthusiasm | **✓** |  |  |
| Honest and reliable | **✓** |  | A |
| Team player | **✓** |  | A & I |
| Able to work with minimal supervision | **✓** |  | A & I |
| To be proactive and self-motivated and possess the ability to use own initiative. | **✓** |  | A & I |
| Ability to work under pressure in sometimes difficult and pressing circumstances. | **✓** |  | A & I |
| An interest in environmental and social issues |  | **✓** | A & I |

**Key**

A = Application (CV & supporting statement)

I = Interview

T = Test