

### Volunteer Driver – Role Description

<b>Purpose of the Position</b>	To load, unload, prepare, clean and operate a vehicle for delivery duties within the Retail team.
<b>Supervisor</b>	Donations Centre Manager
<b>Tasks Involved</b>	<ul style="list-style-type: none"> <li>✈ Delivering items</li> <li>✈ Loading and unloading donations and large items including Furniture.</li> <li>✈ Organising deliveries.</li> <li>✈ Inspecting vehicle for operation.</li> <li>✈ Planning routes for pick-ups.</li> <li>✈ Driving and being able to drive different routes.</li> <li>✈ Completing time sheets, recording your duties.</li> </ul>
<b>Duty Times</b>	<ul style="list-style-type: none"> <li>✈ Flexible: we ask that you are able to commit to a regular weekly shift to help plan cover, usually in 2- 3 hour blocks.</li> </ul>
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>✈ Good local knowledge of Wyre Forest to help plan routes.</li> <li>✈ Good driving record with appropriate Licence.</li> <li>✈ Good customer service skills and interpersonal abilities.</li> <li>✈ Being able to work with a team.</li> <li>✈ Physically able to lift heavy items.</li> <li>✈ Ability to commit some time to the organisation.</li> </ul>
<b>Benefits to Volunteers</b>	<ul style="list-style-type: none"> <li>✈ Being part of a dedicated team</li> <li>✈ A sense of fulfilment in providing a much needed service.</li> <li>✈ Ongoing training and support.</li> </ul>
<b>General</b>	<p>All KEMP Hospice employees and volunteers are required to:</p> <ul style="list-style-type: none"> <li>✈ Abide by the Health &amp; Safety at Work Act.</li> <li>✈ Respect confidentiality applying to all Hospice areas.</li> <li>✈ Work within Hospice policies and procedures.</li> <li>✈ Comply with the Hospice no smoking policy.</li> <li>✈ Participate in and contribute to team meetings.</li> <li>✈ Co-operate and liaise with colleagues.</li> <li>✈ Always behave in a professional manner, reflecting and maintaining KEMP values as set out in the KEMP Way.</li> <li>✈ Undertake mandatory training.</li> </ul>

**“We are a great place to work and VOLUNTEER.”**

*KEMP Hospice Strategic Goal - Strategy 2024*

### Other requirements

Two references
A willingness to undertake mandatory training as applicable to the role

### Mandatory Training

Volunteer Role	Health & Safety	Lone Worker	Moving and Handling
Driver	✓	✓	✓

KEMP is very flexible when it comes to our volunteers. We aim to accommodate your preferred times and days to work around you. All we ask is that you let us know if you are unable to volunteer as planned.

Thank you for taking an interest in volunteering for KEMP - for more information please contact [volunteering@kemphospice.org.uk](mailto:volunteering@kemphospice.org.uk) or call 01562 756000.