



JOB DESCRIPTION

Title: Van Team Leader
Reports to: Furniture Manager
Location: Keynsham

Introduction:

As a Christian charity, Genesis works with local churches and volunteers in the wider community in Bath and the surrounding areas to help disadvantaged and vulnerable individuals and families to change their lives.

We do this by meeting their immediate needs, providing compassionate help and journeying with them as they gain confidence, learn new skills, overcome challenges, improve their prospects, and make choices for themselves to restore and rebuild their lives.

We provide and enable a range of practical and person-centred support services to help people in need to develop healthier lifestyles, and overcome poverty in all its forms. We recognise that poverty is not just about lacking material resources but can encompass a lack of relationships, lack of network support, and a lack of identity and purpose.

We aim to address this through practical help, personal encouragement, mentoring and training. As an independent organisation that is not reliant on public funds, we encourage and enable a more community-based approach to providing long-term transformational joined-up support.

Genesis Furniture

The Furniture Project began in 1995. Until 2021 it was based in Oldfield Park. It now operates out of Burnett Business Park, and is now known as Genesis Furniture.

The aims of Genesis Furniture are two-fold:

- to provide affordable furniture to people through Agency Grant Funding Schemes
- to raise funds for the other Projects within Genesis Trust through on-line sales

Grant Funded Sales

Families and individuals who are financially struggling, are often supported into their first homes by Genesis Furniture. Grants are provided by a number of different agencies and Genesis Furniture delivers items of furniture and household goods as instructed and paid for by these agencies.

On-Line Sales

Genesis Furniture sells items of furniture and household goods via E Bay. Genesis Furniture is required to sell items of new and second hand furniture and household goods to raise profits. Profits generated by these activities are wholly reinvested into the other projects within the Trust.

- **Job Purpose:** To assist the Furniture Manager in the collection of donation and delivery of sold items.
- To lead a small team of driver and up to 2 assistants to successfully collect and deliver furniture and household goods as required.
- To present Genesis Trust in a good light and explain to in simple terms what the Trust is and does to anyone who enquires.
- To be responsible at all times for the health and safety of the van, its crew and its load, and to have particular regard for the safety of other road users.
- To work as part of a mutually supportive team.



Support will include:

- Furniture Manager
- Furniture Warehouse Manager
- Other colleagues.
- Regular 1:1s and annual appraisal

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Clean full UK driving licence held for at least 2 years	
Experience / Management	<p>Paid or unpaid experience of collecting and delivering goods to and from private houses and be over 25 years of age</p> <p>Experience of driving 3.5 t box body van</p> <p>Experience of managing small teams</p> <p>Good time management</p> <p>Ability to mentor trainees as part of their personal improvement journey</p>	<p>Some experience of engaging with vulnerable adults.</p> <p>Awareness of mental health issues</p> <p>Awareness of adult safeguarding</p> <p>Awareness of health and safety rules relating to job role</p>
Skills/ Knowledge	<p>Excellent communications skills.</p> <p>Good Sat Nav skills.</p> <p>Skills at loading and securing goods in a van</p> <p>Excellent interpersonal skills.</p> <p>Excellent organisational and prioritisation skills.</p> <p>Good Smart Phone skills</p> <p>Ability to assemble and dis-assemble larger items of furniture</p>	<p>Have a good level of English spelling and grammar</p> <p>Knowledge of basic vehicle maintenance and ability to conduct daily vehicle checks</p> <p>Awareness of legal parameters involved with selling goods</p> <p>Awareness of the rules of Gift Aid</p> <p>Ability to use hand held card payment devices</p>
Qualities	<p>Fit, strong and able to handle items of furniture in and out of private houses</p> <p>Willingness and enthusiasm to learn.</p>	<p>Some experience or awareness of the needs and concerns of vulnerable and disadvantaged people.</p> <p>A degree of flexibility about precise working hours to allow</p>



	<p>Positive nature, ambitious, adaptable, and resourceful.</p> <p>An enthusiasm for our work with disadvantaged and homeless adults.</p> <p>Accuracy and good attention to detail.</p> <p>Ability to organise and prioritise.</p> <p>Focus on achieving results.</p> <p>Good team player.</p> <p>Ability to build and maintain constructive relationships with clients, colleagues and external organisations.</p> <p>Openness and adaptability to new ideas and innovative approaches.</p> <p>Willingness to embrace and implement change.</p> <p>Be methodical and organised.</p> <p>Able to show initiative and be a self-starter.</p> <p>Empathy with and understanding of Genesis Trust's Christian ethos.</p> <p>Successful candidates must be prepared to undergo an Enhanced DBS check and C-Me Profiling (Behaviour Profiling Tool).</p>	<p>for specific needs and other general work needs.</p> <p>Passion about Genesis Trust Bath and its mission.</p>
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Job Description agreed:

Post holder's signature:

Name:

Line manager's signature:

Name:

Date: