



Volunteer Retail Van Driver



David, Volunteer Van Driver for over 15 years

St Gemma's Hospice currently has 24 shops as well as a busy Retail Hub, which includes the warehouse and e-commerce department. Stock is sorted and distributed from our warehouse, as well as being donated across our shops. Our Van Drivers distribute stock across Leeds and collect from customer's homes.

Organisation Overview	St Gemma's Hospice is one of the largest hospices in the UK. The Hospice provides expert palliative and end of life care for thousands of people in Leeds each year across our community, in-patient and day services. It is a prominent and respected charity at the heart of the local community. St Gemma's welcomes and provides care to everyone regardless of people's age, gender, disability, race, religion, sexual orientation or diagnosis. Our care is always completely free of charge
Location of Position	Start at St Gemma's Hospice, 329 Harrogate Road, Moortown, Leeds, LS17 6QD to collect the van, then head to our Retail Hub, 54 Waterloo Lane, Bramley, Leeds, SL13 2EL.
Time commitments	Days are flexible, hours are 8.30am to 4pm.
Description of the tasks	<p>Our Volunteer Van Drivers are supported by a Van Driver Assistant to deliver and pick up stock from shops and customer homes. Task will include:</p> <ul style="list-style-type: none"> • Picking up the van from our Hospice in Moortown • Meet with the retail management team at our retail hub in Bramley to discuss the driving route • Visit St Gemma's shops across Leeds delivering/picking up stock including furniture items • Talking to shop staff about items to return to the warehouse • Visiting customer homes to pick up pre-booked items including furniture • Bringing stock back to the warehouse and unloading the van • Keeping the van clean and tidy • Adhering to health & safety guidelines

Skills and Qualification	<ul style="list-style-type: none"> • Full driving licence • Excellent customer service skills • Able to work as part of a team • Have a good level of physical fitness
St Gemma's Values & Behaviours	<p>St Gemma's has a set of values and behaviours to improve the experience for our patients, staff & volunteers. This means that in undertaking this role you are expected at all times to behave in a way that demonstrates commitment to the delivery of thoughtful care to all and continual improvement in line with the values of Caring, Aspiring & Professional.</p>
Training and Support	<ul style="list-style-type: none"> • Volunteers will be provided with a comprehensive training booklet which will be used during the induction process • All volunteers are offered our Hospice induction program (currently via zoom) • Regular training updates in-line with the development of the role • Regular volunteer events to share ideas and socialise with volunteers and staff.
Reimbursement of expenses	<p>If you volunteer for four hours or more in one day, we can offer expenses for lunch or travel, up to agreed maximum levels</p>
Benefits to the volunteer	<p>By volunteering with St Gemma's Hospice you will:</p> <ul style="list-style-type: none"> • Be part of a supportive, fun, social environment • Meet friends and get to know people from the local community • Support a local charity • Share your skills or develop new ones • Training support in line with your volunteer role. • Be invited to join our volunteer thank you events and hear about how your volunteering time supports the Hospice
Application procedure	<p>Please fill in the application form via our website Search Jobs (current-vacancies.com) or if you require assistance to fill in your application form please contact the Volunteers Co-coordinator charlotte.hagerty@st-gemma.co.uk or call 0113 2185193. A DBS check will be required for this post.</p>
Contact information	<p>If you would like further information on this opportunity please contact Christine Driver 0113 2557552 (Option 1) or email christine.driver@st-gemma.co.uk</p>