

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Driver's Mate (22.5hrs)</b>
<b>SALARY</b>	<b>£15,950 per annum (pro-rata)</b>
<b>REPORTS TO</b>	<b>Programme Lead Commercial Services</b>
<b>LOCATION</b>	<b>South and North Tyneside</b>
<b>TERMS &amp; CONDITIONS</b>	<b>Standard Terms and Conditions</b>
<b>WORKING PATTERN</b>	<b>Days of work are Tuesday, Wednesday and Thursday</b>

### JOB SUMMARY / KEY TASKS

Groundwork South and North Tyneside's priorities are to strengthen and grow our existing services by delivering long term programmes that meet the needs of our stakeholders, whilst also undertaking a period of development to allow the business to grow in terms of finances and capacity.

**Please note this role is physically demanding**

This role has two main duties.

Firstly to operate our recycling collection service visiting local authority premises and local businesses to collect recycling waste such as paper, cardboard, plastics etc and take them to a recycling station.

Secondly to provide a delivery and collection service for our Groundwork Shop based at Middlefields recycling village. Our Groundwork Shop sells good quality items donated by local residents which are too good to be scrapped and sent to landfill. Things we sell range from books and DVDs to white goods, TVs and sofas. We will collect large items from people's homes to sell and also deliver out large items which have been purchased.

Excellent customer service and verbal communication skills are essential.

Other duties will include selling items in the Groundwork Shop and helping out on our landscaping team when additional resource is required.

All Groundwork staff are expected to:

- Undertake and training and development as required.
- Comply with company policies and procedures.
- Assist in maintaining the partnership with Groundwork, South Tyneside Council and stakeholders and maintain a positive working relationship at all times.

## HEALTH & SAFETY

- To ensure that all Health and Safety procedures are followed and maintained.

## ADDITIONAL RESPONSIBILITIES

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- To foster and encourage Equal Opportunities and to adhere to GDPR requirements.
- A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reporting any concerns.
- To be aware of, and comply with, all measures to support our environmental standard ISO14001
- The post holder must be flexible in order to deal with rapidly changing priorities this will include changing hours of work within agreed boundaries to meet the demands of project delivery. Work early mornings, evenings and/or weekends as and when the business/service requires.
- To be able to work on site in all weathers performing physically demanding manual work.
- Travel will be required for project delivery.

**PREPARED BY:**

C Wild

**DATE:**

July 2019