

Job Description

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| Position | Collections and Deliveries Administrator |
| Salary | £7.83p/h |
| Period of Employment | 6 months, subject to periodic reviews |
| Hours/Days Required | 25hrs + 5 hrs training (probably 5 hrs a day Mon – Fri) + 5 hrs training (Hours to be agreed with Placement Supervisor) |
| Placement Organisation | St Luke's CARES, Involve Learning Centre, Whitfield Avenue, Leeds, LS10 2QE |
| Responsible to | Work Placement Supervisor and PATH Project Officer |
| How to Apply | Email CV and supporting statement to step@pathyorkshire.co.uk and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, www.pathyorkshire.co.uk . Will be subject to DBS. |
| Job Start Date | December 2018 |

About the Placement Organisation

From humble beginnings from St. Luke's Church in Holbeck in 1994, we have worked with countless children, young people and adults over the years in our mission to help everyone reach their potential.

We invest in young people, to provide safe places to be, resilience as they grow up, and opportunities to thrive. We aim to address local issues, responding to young people struggling in school, becoming caught up in anti-social behaviour and petty crime and even those at risk of exploitation.

For those out of work our employability programmes build and create confidence, self esteem, positive social networks and pathways to volunteering, education, employment and training. Our varied social enterprises provide the perfect local and welcoming environment for those wanting to gain work experience.

Our work is expanding in response to the growing needs in local communities in South Leeds. Our network of social enterprises helps to fuel this work, whilst also creating employment and volunteering opportunities. Drop in to one of our charity shops, make a furniture donation, or treat yourself at our nail bar and you'll be helping our community thrive.

As ever, we are committed to our community and helping individuals struggling at the margins and young people in need of support. Find out how you can get involved or donate to ensure the sustainability of this work.

Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. *Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

Work Skills Development Opportunity

To coordinate the collections and deliveries of 3 vans (2 freelance) providing the service of: delivering goods purchased from the shop and the collection of donations. And to work closely with the retail manager to complete monitoring requirements of tonnage of furniture diverted from landfill and complete any admin duties as required by the retail manager.

- Communicating with donators (email, phone)
- Communicating with shop manager to organise deliveries.
- Using google drive to book jobs into drivers' schedules.
- Printing the job sheets from drivers each day.
- Using spreadsheets to record tonnage diverted from landfill.
- Promoting giftaid across the charity shops
- Communicating with colleagues and supporting a efficient admin environment.
- Completing other administration tasks when required.

Personal Development

Further training and experiences may be gained as appropriate.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH STEP Application Form.

| SKILLS & COMPETENCIES | Essential Criteria | Desirable Criteria | Method of Assessment |
|--|---------------------------|---------------------------|-----------------------------|
| Have good communication, team working, interpersonal and organisational skills; | X | | Application & Interview |
| Good Numeracy and Literacy skills | X | | Application & Interview |
| Ability to work independently, meet deadlines and priorities | X | | Application & Interview |
| Ability to work to policies and procedures | X | | Application & Interview |
| Ability to carry out administrative tasks such as filing, inputting data, typing letters etc. | X | | Application & Interview |
| KNOWLEDGE & EXPERIENCES | Essential Criteria | Desirable Criteria | Method of Assessment |
| Excellent IT skills including spreadsheets; emails; printing | X | | Application & Interview |
| Ability to use Google Drive | | X | Application & Interview |
| Customer Service experience | X | | Application & Interview |
| BEHAVIOURAL & VALUES | Essential Criteria | Desirable Criteria | Method of Assessment |
| Work in accordance with organisational policies and procedures of Path Yorkshire and St Luke's CARES | X | | Application & Interview |
| Pro-active approach to work | X | | Application & Interview |
| Enthusiastic | X | | |

Disclaimer

- Your contract of employment will cease at the end of the 26 weeks
- Benefits may be affected as this placement will be classed as paid employment

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

- General Public Factory Work Other Agencies
Children People with learning difficulties Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

- Indoors Outdoors Sitting
Standing Walking Office Accommodation

2. The training will involve

- Lone Working Working out on the Estate Working underground
Climbing Working on the Counter Working in Void Properties
Bending Manual Handling tasks Working in confined spaces
Stretching Working at Heights Contact with discarded needles
Driving Potentially working in a smoking environment
Cash Handling Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

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|----------------------------------|-----|
| Personal Protective Equipment | n/a |
| Protective Clothing | n/a |
| Type of Vehicle (other than car) | n/a |
| Other equipment used | n/a |

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.