

## Job Description

Position	Driver / Collections person for Leeds Wood Recycling
Salary	£8.21p/h
Period of Employment	6 months, subject to periodic reviews
Hours/Days Required	25 hours 3 days a week (Work pattern to be discussed with Placement Supervisor)
Placement Organisation	Leeds Wood Recycling, Unit 6 Croydon Street, Leeds, LS11 9RT
Responsible to	Work Placement Supervisor and PATH Project Officer
How to Apply	Email CV and supporting statement to <a href="mailto:step@pathyorkshire.co.uk">step@pathyorkshire.co.uk</a> and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, <a href="http://www.pathyorkshire.co.uk">www.pathyorkshire.co.uk</a> .
Job Start Date	<b>May 2019</b>

### About the Placement Organisation

The idea is simple. Leeds Wood Recycling provide a cost-effective but environmentally and socially superior way of dealing with wood waste. They collect from any organisation that generates wood waste. Their biggest customer is the building industry because the construction process continually generates so much waste wood, much of which is reusable, but they also collect from a wide range of customers, including firms that have pallets and wood packaging waste; theatres that have redundant sets and schools that might be clearing out furniture, fixtures and fittings. The key is that if an organisation would otherwise use a skip to get rid of that waste – they can compete and offer them a better deal.

Doing this is very labour-intensive so it creates lots of jobs, training and volunteering opportunities for local people.

### 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 6 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

We are looking for someone who can be a part of our wood collections team, this involves;

- Driving our long wheel-based transit van to collect timber from building sites and other organisations throughout the Yorkshire Area
- Loading and unloading the van using safely using good manual handling techniques
- Completing delivery and waste transfer notes paperwork needed with collections and deliveries
- Taking waste wood to a waste transfer station for recycling
- Sorting, stacking, de-nailing, sanding and preparing timber for sale at our premises
- Delivering orders of wood and products to the public
- Assisting in the workshop with timber supplies in the shop
- Keeping the yard /storage areas in good order, clean and tidy
- Working alongside volunteers as part of a team and representing Leeds wood recycling

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### **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.

<b>SKILLS &amp; COMPETENCIES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Have good communication, team working, interpersonal and organisational skills	X		Application & Interview
Good numeracy and literacy skills	X		Application & Interview
Ability to follow instructions	X		Application & Interview
Able to work with customers and with a range of volunteers and other staff members	X		Application & Interview
Able to provide a high standard of service to all the customers	X		Application & Interview
Ability to work independently, meet deadlines and priorities	X		Application & Interview
Ability to work to policies and procedures	X		Application & Interview
Positive attitude	X		Application & Interview
Ability to ensure Health and Safety standards are maintained	X		Application & Interview
Have possession of full up to date UK Driving Licence with experience/ willingness to learn to drive our pick up trucks	X		Application & Interview
<b>KNOWLEDGE &amp; EXPERIENCES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Previous experience customer service experience		X	Application & Interview
Competent with power/hand tools (or willing to learn)	X		Application & Interview
<b>BEHAVIOURAL &amp; VALUES</b>	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment</b>
Work in accordance with organisational policies and procedures of Path Yorkshire and Leeds Wood Recycling	X		Application & Interview
Fit, enthusiastic with a positive and versatile attitude	X		Application & Interview
Pro-active approach to work	X		Application & Interview

**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

