



JOB DESCRIPTION

Job Title: PART TIME PROJECT CO-ORDINATOR/DRIVER
(COMMUNITY RECYCLING PROJECTS)

Scale: scp. 13 – 25* (Project Co-ordinator) – 50% of salary
scp. 6 – 12 (Driver) - 50% of salary

Responsible to: IFS (South Lakes), Manager

Based at: Impact Furniture Services (IFS), Ulverston

Overall Aim of the Post

This post is split into 2 areas with approx 50% of the time allocated to each area.

Project Co-ordinator

1. To sell recycled products (i.e furniture, white goods) to retail customers who visit Impact Furniture Services (South Lakes) in Ulverston. Organise the stock in the warehouse and ensure goods are collected and delivered on time.

Driver

2. To provide a delivery/collection service of goods to customers using project based in Ulverston and the surrounding area.

Principal Duties and Responsibilities

Project Co-ordinator Duties and Responsibilities

1. Selling goods to retail customers and recording the monies received via invoices.
2. Working with the young people and volunteers on the Furniture Project, co-ordinating their work/training schedules in accordance with the relevant programme (ie. Modern Apprentices etc).
3. Organising the display of stock, and controlling relevant stock in conjunction with the IFS (South Lakes) Manager and Project Co-ordinator.
4. Ensuring the warehouse is kept tidy, and goods are stored in a safe manner in accordance with Health & Safety and Trading Standards requirements.
5. Lifting and moving the stock in the furniture warehouse e.g. beds, wardrobes, sofas etc.
6. Carrying out general office duties, i.e. filing, recording monies, invoices and accounts entries.
7. Achieving the level of sales per week required to meet the annual projected budgets for the project.
8. Answering the telephone, dealing with telephone enquiries and booking collections and deliveries.
9. Assembling flat pack furniture, and carrying out small repairs to furniture as required.
10. Assisting with PAT testing electrical equipment.
11. In conjunction with the IFS (South Lakes) Manager, guiding and providing assistance to the young people regarding their development and training needs meeting any legal requirements.
12. Assisting the IFS (South Lakes) Manager and the Recycling Manager in setting up new recycling projects and the ongoing development of such projects.

Driver Duties and Responsibilities

13. Driving commercial vehicles (which are currently 3.5 tonne vans).
14. Collecting and delivering furniture and other goods in accordance with IFS (South Lakes) procedures.

15. Assisting with manual loading and unloading of the vehicles and using appropriate means i.e. tying, to ensure all goods are safe and secure when being transported.
16. Ensuring all care is taken on customers' premises, not to damage any of the customers' property when placing/removing furniture and goods.
17. Planning efficient and effective/economical delivery/collection routes.
18. Organising collection and deliveries with customers over the telephone.
19. Promoting IFS and the facilities we have when talking to customers. Also ensuring customers are satisfied with the IFS service.
20. Maintaining the vehicle in a roadworthy condition and keeping it clean both internally and externally. Reporting any damages/repairs and when the vehicle needs servicing to the IFS (South Lakes) Manager. Ensuring the driving logs are kept accurate and up to date.
21. Not allowing unauthorised persons to drive the vehicle, which is restricted to named Impact Housing staff.

General Duties

22. Providing general cover for other staff in the team as and when required, which may involve working from other sites; working on a rota system on Saturday mornings
23. Reading and sending e-mails.
24. Establishing and maintaining productive working relationships with IFS Team, other Impact Staff and customers.
25. Attending meetings where appropriate.
26. Taking a full and positive role in training courses where appropriate.
27. Undertaking all duties in a manner that takes care of your own health and safety and that of others who may be affected.
28. Co-operate with Impact so that Impact can fulfil its duties under health and safety legislation.
29. Being aware of all health and safety requirements that are relevant to your work and that are set out in Impact's Health and Safety policies and arrangements; in particular to co-operate with your manager by working in accordance with the relevant risk assessments and using the necessary control measures.
30. Undertaking all duties in accordance with Impact's Diversity Policy and all other relevant policies and procedures.

31. To work flexibly and collaboratively with other staff and partners to ensure delivery of an excellent and seamless service. To work at all times to achieve key requirements of Impact's Blueprint and Customer Offer as appropriate.
32. Carrying out any other duties as agreed in consultation with the IFS Manager and/or the Recycling Manager.

January 2012.



PERSON SPECIFICATION
PART- TIME PROJECT CO-ORDINATOR/DRIVER,
IFS, SOUTH LAKES

Attributes	Essential		Desirable	
Experience	1. Experience of working in a retail environment i.e. sales.	A,I	1. Handling cash/banking up.	A,I
	2. Experience of working in a warehouse environment i.e. stock control, lifting and handling of goods.	A,I	2. Experience/knowledge of using spreadsheets and other computer programs, including Word, Excel, Outlook.	A,I
	3. Experience of working with disadvantaged young people in the 16-25 age group.	A,I		
	4. Good telephone manner, and able to deal with telephone enquiries.	A,I		
	5. Working knowledge of the Highway Code.	A,I		
Qualifications	6. Full valid current Driving Licence with no major disqualification points.	A,I	3. First Aid.	A
	7. Competent level of literacy and numeracy.	A,I		
Practical & Intellectual Skills	8. Able to communicate effectively with customers, young people and promote IFS activities to the general public.	A,I	4. Some practical experience of DIY.	A
	9. Able to work as part of a team.	A,I	5. Knowledge of the local area of Ulverston and surrounding districts.	A,I
	10. Able to prioritise and plan own workload use own initiative.	A,I	6. Awareness of general health & safety requirements.	A,I
			7. Hold or be willing to take PAT testing qualification.	A I

Practical & Intellectual Skills - contd	11. Able to work under pressure.	A,I		
	12. Customer care skills.	A,I		
	13. Approachable & friendly.	I		
	14. Capable of planning/co-ordinating efficient and economical delivery routes.	A,I		
	15. Be able to map read/locate delivery addresses.	A,I		
	16. Knowledge of loading a vehicle efficiently and ensuring goods are transported safely.	I		
Circumstances (Personal)	17. Willingness and ability to work out of hours occasionally.	I		
	18. Able to manually lift goods into and out of the vehicle and to manoeuvre into properties and negotiate stairs.	A,I		
Diversity	19. Able to demonstrate an understanding of commitment to Equal Opportunities/Diversity.	I		

This post is subject to a satisfactory enhanced Criminal Records Bureau disclosure.

Key

- A – Assessed from Application Form
I - Assessed during the Interview

January 2012.

NB.

1. The postholder must have a full, current valid driving licence with no major disqualification points.
2. Due to our vehicle insurance restrictions, we may need to know if applicants have had any recent insurance claims and to discuss the nature of these.