



Emmaus Brighton & Hove

Van Driver

(part time post)

Application Pack



Contents

Introductory Letter	3
About Emmaus	4
About Emmaus Brighton & Hove	6
Role Description	7
Person Specification	8
Terms of Employment	10
Application Process	10
Safeguarding and Right of Work in the UK	10
How we store and use your personal information	11



Dear applicant

Thank you for showing an interest in working for Emmaus Brighton & Hove. We are looking for an experienced, part time Van Driver to join our team.

The Van Driver will drive one of three vans, working alongside Companions, volunteers and staff delivering and collecting goods from the local area destined for the Emmaus shops in Portslade and Southwick. We are seeking a competent driver but this is not just a driving job. We seek someone who has the ability to deliver great customer service as you will be making decisions on the donated goods we accept, or unfortunately sometimes have to refuse.

You will join a rota of drivers, Saturdays are included. This is a part time role, short or long term opportunities are available.

To apply please send your CV, supporting statement showing how you meet the person specification and the additional details form and return to Christine Quince, Chief Executive by email to christine@emmausbrighton.co.uk or by post to Emmaus Brighton & Hove, Drove Road. Portslade. East Sussex BN41 2PA.

Those shortlisted will be invited to an assessment day, the date of which to be agreed with the successful candidates.

If you would like to arrange an informal discussion about the role, please email christine@emmausbrighton.co.uk

Best regards

Christine Quince
Chief Executive
Emmaus Brighton & Hove



About Emmaus

Our vision: A world in which everyone has a home and a sense of belonging

Emmaus is a homelessness charity with a difference. We don't just give people a bed for the night; we offer a home, meaningful work and a sense of belonging.

For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own, with no support around you can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

Emmaus is different because it provides a home for as long as someone needs it, in an Emmaus Community. This gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones.

“Companion” is the name given to those who live in an Emmaus Community and work in the social enterprise, where they support themselves and one another. There are currently 750 Companions living at 29 Emmaus Communities across the UK.

Rather than relying on benefits, Emmaus uses social enterprise to generate revenue that pays for Companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing Companions that their actions make a real difference, both to their own life, and the lives of others.

How it works

Unlike a lot of provision for homeless people, Emmaus Communities offer a home for as long as someone needs it. This includes a room of their own, food, clothing and a small weekly allowance.

In return, we ask:

- That Companions work for 40 hours per week, or give as much time as they are able, in the Community's social enterprises;
- That they behave in a respectful way towards one another;
- That no alcohol or illegal drugs are used on the premises;
- That they sign off all benefits, with the exception of housing benefit.

Our impact

Emmaus doesn't only have a significant impact on the lives of people who have experienced homelessness and social exclusion, it also brings wider social and economic benefits.

Research carried out in 2012 found that for every £1 invested in an established Emmaus Community, £11 is generated in social, environmental and economic returns.



The benefits included:

- Keeping people out of hospital, and helping them to be safe and well, saved the Department of Health £1,478,506 for NHS and emergency service costs;
- Emmaus saved local government £2,447,612 which would have been spent on hostel accommodation, drug and alcohol services and landfill;
- Keeping people in work and out of prison saved the Ministry of Justice £778,435.

The report found that Emmaus Communities successfully provide a place for people in vulnerable housing situations to rebuild their lives by offering them meaningful work and support. Significant benefits were linked to substantial improvements in Companions' physical and mental health, including reductions in substance misuse.

The Emmaus UK federation strategic plan

The Emmaus UK federation has recently developed its 2015-2020 Strategic Plan, providing clear direction for where the federation should be by 2020. The plan's focus is on improving service provision to Companions, becoming financially robust and better known in the UK, and increasing the number of Companion places to meet the ever increasing demand.

By 2020 we will have:

- 1000 Companion places
- 100 opportunities for non-residential Companions
- Stronger social enterprises
- Structured support and training plans for all Companions
- Companions on all of our boards and committees
- More Companions moving into employment
- Started campaigning for change
- Better recognition for the fantastic work we do

The Emmaus Brighton & Hove Community

The Emmaus Community in Portslade is home for 48 Companions (residents), men and women who have experienced homelessness. Emmaus provides Companions with a safe home, meaningful work, training and rehabilitation.

The Community operates six social enterprises - five shops which sell secondhand goods including donated furniture, household goods, clothing, bric a brac and garden items. There is also a very popular café, Revive. One of the 5 retail shops is located on the south coast road in Southwick.

We are seeking to recruit a part time Van Driver to work 15 hours over 2 days per week to work on one of three vans working alongside Companions collecting and delivering goods from the local area to and from the shops in Portslade and Southwick.

The money raised in the social enterprises helps to support the work of the Community. Through their work and contribution to the Community's activities, Companions develop the skills and confidence to rebuild their lives.

Local residents and visitors are welcome and encouraged to use the facilities, shop and share the grounds with the Emmaus Community. This engages Emmaus with the wider community enabling visitors to learn more about the Emmaus movement, understand its ethos and, more importantly, engage with Companions.

Van Driver Job Description

Job title:	Van Driver, Emmaus Brighton & Hove
Reports to:	Business Manager
Location:	Emmaus Brighton & Hove Drove Road. Portslade. East Sussex BN41 2PA

Overall Purpose of the Job

To drive a 3.5 Tonne Tail Lift Box Van, working alongside the Transport Co-ordinator, Emmaus Companions and volunteers in the collection and delivery of donated furniture and household items and instructing Companions and volunteers on the safe handling, loading and unloading of goods.

Accountabilities

In conjunction with the Transport Co-ordinator:

- Drive vehicles safely to collect and deliver items and dispose of items at the waste site
- Check collected items conform to legislation, with fire safety labels on all soft furnishings
- Manoeuvre, lift and carry furniture and other goods to and from vehicles, in and out of buildings, up and down stairs in a safe manner
- Deal with customers in a positive manner demonstrating good customer service
- Lead the Companions in ensuring all stock is taken care of, not damaged and stored appropriately in the yard or warehouse
- Carry out basic weekly fleet management i.e. tyre pressure, fluid checks, lighting checks and other routine safety checks.
- Facilitate the learning and skills development of Companions (in terms of driving, administration, customer services etc.) and to liaise closely with the Support Team
- Supervise waste management in line with Emmaus Brighton & Hove waste management policy and practice
- Responsible for training Companions who are eligible to drive

- Responsible for managing Companions when out on the road
- Follow all health and safety procedures, instruction and training at all times

General

- To be flexible and willing to carry out any other reasonable driving or other duties as required (e.g. driving people to appointments, moving stock, other deliveries)
- To play a full role in the Emmaus Brighton & Hove Community and Emmaus by the Sea fulfilling additional tasks as requested by the management team
- To understand and work in accordance with the principles of Emmaus International and uphold its values and ethos

Van Driver Person Specification



- Experience of driving cars, vans and Luton-style vehicles
- Educated to GCSE level or equivalent, with passes in English and Maths
- Excellent customer service skills
- Experience of complying with Health & Safety regulations and experience of being responsible for delivering these
- Experience of risk assessments
- Experience of managing challenging behaviour and conflict resolution
- Experience of coaching, team building and motivating others
- Experience in maintaining professional boundaries

Personal Characteristics

- Flexible and adaptable to meet the needs of the Community and business
- Effective communication skills - including written, verbal, listening skills
- Effective time management and organisational skills
- Enthusiastic with a 'can do' attitude
- Able to work as a team member and team leader
- Self motivated and able to work on own initiative
- Able to remain calm under pressure
- Able to lift, carry and manoeuvre furniture on a day to day basis
- Able to use maps for effective and efficient route planning
- Empathetic and understanding of a wide range of needs and experiences
- Respect of confidential issues
- Has an understanding of and belief in equality
- Has an understanding of and empathy for the work of Emmaus, and an ability to uphold Emmaus' values



Terms and Conditions of Employment

- Salary - £8.75 per hour
- Working Hours – part time hours – 15 hours over 2 days per week, the shops currently operate 6 days per week
- Flexible Working – Options available, subject to the requirements of individual roles
- Annual Leave – for full time employees, 25 days per annum plus 8 bank holidays. Part time employees receive a pro rata equivalent.
- Pension – Stakeholder pension
- Training & Development – Individually tailored induction, training and development
- Employee Assistance – a 24/7 employee assistance scheme is available

To Apply

To apply please send your CV, covering letter and a one page explanation of how you meet the person specification to Christine Squire, Chief Executive .

Those shortlisted will be invited to an assessment day, the date of which to be agreed with the successful candidates.

Safeguarding and Right of Work in the UK

The role will involve working with Companions and in the Community, therefore the successful applicant will need to have a Disclosure and Barring Service (DBS) check carried out. This is to check the criminal records and that the person is not barred from working with 'adults at risk'. Some Companions can be classed as adults at risk. An adult at risk is anyone that has one or more of the following:

- Does not understand certain decisions or transactions
- Are unaware of their rights or how to complain
- Have communication difficulties
- Have limited life experiences
- Are socially isolated
- Have low self esteem
- Are dependent on others for their basic needs

The additional details form is needed to check any previous convictions. After interviews, the successful candidate will need to provide evidence of right to work in the UK and complete a DBS check.



How we store and use your personal information

Your CV and other information will be stored in a password protected folder throughout the interview process. It will be stored for six months, to enable equality monitoring and also to enable us to contact you in the future should any other suitable posts become available. However if at any time you wish us to delete your information, then please do not hesitate to contact us and it will be destroyed.

The CV only will be passed onto other members of the panel. But before it is passed on, the personal information will be removed from your CV. This includes:

- Name
- Address
- Age
- Marital Status

This is to protect your personal information, but also to enable us to shortlist 'blind', so that we are fair and equitable to encourage a diverse workforce.

You can read our full **Privacy Statement – Sussex Emmaus – Employees and Potential Employees** here:

<http://www.emmausbrighton.co.uk/who-we-are/our-strategic-plan/privacy-statements>