

Emmaus Brighton & Hove

Van Driver

Full-time or part-time – @ £9.00 per hour (plus benefits)

Flexible hours considered, can include Saturdays

Information Pack

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Emmaus Brighton & Hove, Drove Road, Portslade, East Sussex BN41 2PA

Telephone: 01273 426 470 [www.emmausbrighton.co.uk](http://www.emmausbrighton.co.uk)

Emmaus Brighton & Hove is a Community of Sussex Emmaus

Registered in England & Wales. Reg. No. 3130876: Registered Charity No. 1053354: VAT Reg. No. 699 3877 44



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Dear applicant

Thank you for showing an interest in working for Emmaus Brighton & Hove. We are looking for an experienced full or 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 working Monday to Saturday. This is a full- or part-time role; flexible hours will be considered. Short- or long-term opportunities are available.

To apply **please complete the three forms included in the application pack** and return by email to Joel Lewis, Business Manager, joel@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 will be agreed with the successful candidates.

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

Best regards

Christine Squince

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 and 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, saving the Department of Health £1,478,506 for NHS and emergency service costs;
* Saving 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, saving 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’s 2015-2020 Strategic Plan provides 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 to over 50 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 second hand goods including donated furniture, household goods, clothes, 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 full- or part-time Van Driver on a short- or long-term contract, with flexible hours considered. 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.

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, to shop and to share the grounds with the Emmaus Community. This engages Emmaus with the wider community, enabling visitors to learn more about the Emmaus movement, to understand its ethos and, more importantly, engage with Companions.

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**Van Driver Job Description**

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| 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 Luton Van with Tail Lift, working alongside Emmaus staff, 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 Emmaus staff:

* Drive one of our three vans, leading a team of three people, to safely deliver goods from our shops in Portslade and Southwick, collect goods from customers in Sussex and dispose of items at the waste site
* Check collected items conform to legislation, with fire safety labels on all soft furnishings, and make an informed decision on which items to accept and which to reject
* Manoeuvre, lift and carry furniture and other goods to and from vehicles, in and out of buildings and up and down stairs in a safe manner
* Deal with customers in a positive manner, demonstrate good customer service and be an ambassador for our charity
* Lead the Companions in ensuring all stock is taken care of, not damaged, and stored appropriately in the yard or warehouse
* Carry out basic daily and 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 service, 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, has a UK driving licence with no more than 6 points; minimum age 21
* 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 of 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 manoeuver furniture on a day to day basis
* Able to use maps or other tools for effective and efficient route planning
* Empathetic and understanding of a wide range of needs and experiences
* Respectful 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 - £9.00 per hour
* Contract - Full-time or part-time position, permanent or temporary
* Working Hours - flexible hours considered, available working days: Monday to Saturday, 9 am to 5 pm
* Annual Leave – 25 days per annum plus 8 bank holidays for full-time employees. Part-time employees receive a pro rata equivalent.
* Pension – Stakeholder pension
* Training & Development – Individually tailored induction, training (van training, health & safety, manual handling, customer care, banksman) and development
* Lunch – lunch included Tuesdays to Saturdays for a full day’s work

**To Apply**

To apply **please complete the three forms included in the application pack** and return to Joel Lewis, Business Manager.

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.