

Emmaus Brighton & Hove

Part-Time Van Driver

Thursdays & Saturdays - @ £9.00 per hour (plus benefits)

Application 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 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 work Thursdays and Saturdays. This is a part-time role. Short- or long-term opportunities are available.

To apply **please complete the 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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**Part Time Van Driver Job Description**

|  |  |
| --- | --- |
| Job title: | Part Time 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 for a full day’s work

**Application Process**

To apply **please complete the forms included in this 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 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.

Read our Privacy Statement for Employees and Potential Employees using the link below:

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

**Emmaus Brighton & Hove**

**Job Application Form**

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

***Tel – 01273 426470 Fax – 01273 415018 Email – contact@emmausbrighton.co.uk***

Registered charity no - 1053354

Main website – [www.emmaus.org.uk](http://www.emmaus.org.uk) Local website – [www.emmausbrighton.co.uk](http://www.emmausbrighton.co.uk)

Please complete this form in black ink or type, and **return by email or post to Joel Lewis, Business Manager, at the above address or via joel@emmausbrighton.co.uk**. Please complete this form accurately, giving as many details as possible of your skills and experience relating to the job. Short-listing will be based on the information gathered from this form, read in conjunction with the person specification for the role.

**Job Details**

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| --- |
| **Please state where you saw this post advertised:** |

##### **Personal Details**

|  |  |  |
| --- | --- | --- |
| **Title:** | **First name** | **Surname:** |

|  |  |
| --- | --- |
| **Address:** | **Email address:** |
| **Home tel:** |
| **Work tel:**  |
| **Mobile tel:** |

|  |  |
| --- | --- |
| **Are there any restrictions regarding your employment? E.g. Do you require a work permit?** | **Yes\*/no**  |
| \*If you answer yes, please provide details below  |

|  |  |
| --- | --- |
| **Driving licence - Do you hold a full driving licence with no more than 6 points?** | **Yes\*/no**  |
| **\**If yes please provide details of endorsements if you have any*** |

|  |
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| **How much notice are you required to give your current employer?** |

### **Reasons for Applying**

Please outline your reasons for applying for the post. (Please continue onto a separate sheet if necessary)

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|  |

**Education and Qualifications**

Please list any qualifications you have gained or are about to gain (most recent first).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name of School / College / University / Training Body** | **Type of Qualification** | **Subject** | **Result** |
|  |  |  |  |  |

**Training**

Please list any training you have received, or courses you have attended that you feel are relevant to the post (most recent first).

|  |  |
| --- | --- |
| **Date** | **Details of Training Course** |
|  |  |

**Past Employment Details**

Please start with your most recent / current employment. Briefly describe the main duties and responsibilities.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer’s Name & Address** | **Job Title** | **Brief Description of Duties** | **Date** | **Salary** | **Reasons for Leaving** |
| **From** | **To** |
|  |  |  |  |  |  |  |

### **Relevant Skills and Experience**

Please provide information that shows how you meet the person specification and show how your skills and experience support your application for the position of Van Driver. The person specification and job description relevant for this section can be found in the information pack. (Please continue onto a separate sheet if necessary)

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### **Other Interests**

Please give details of anyvocational activities or voluntary commitments:

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|  |

### **Referees**

Any offer of employment is dependent on receipt of 2 satisfactory references. Please provide details of two referees who can comment on your suitability for this post. We would normally wish to see one reference from your present or most recent employer. References will only be taken up for the successful candidate.

|  |  |
| --- | --- |
| **Referee 1:** | **Referee 2:** |

|  |  |
| --- | --- |
| **Name:**  | **Name:**  |
| **Position:**  | **Position:**  |
| **In what capacity does this person know you:** | **In what capacity does this person know you:** |
| **Organisation:**  | **Organisation:**  |
| **Address:**  | **Address:**  |
| **Tel:**  | **Tel:**  |
| **Email:**  | **Email:**  |

### **Declaration and Signature**

|  |
| --- |
| I confirm that the information contained in this application form is accurate and correct.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_By signing and returning this application form you consent to Emmaus using and keeping information about you relating to your application or future employment. This information will be used solely for recruitment purposes, and will be retained on file for 6 months. In addition to this, Emmaus may wish to hold your details on file for consideration for any future vacancies that may arise. Please indicate if you wish to be considered for other posts which may arise within the next 6 months: **Yes/no**  |

**Thank you for completing this application form.**

**Please forward this together with other associated forms to the address specified at the beginning of this form**



**Emmaus Brighton & Hove**

**Rehabilitation of Offenders Policy Statement**

Commitment to the Rehabilitation of Offenders Act 1975:

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications for both paid and voluntary positions from a wide range of candidates, including those with criminal records. We select candidates for interview based upon skills, qualifications and experience

A Disclosure & Barring Service (DBS) check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, application packs, adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover (Declaration of Criminal Record Form) to a designated person within Emmaus and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows us to ask questions about your entire criminal record we will only ask about ‘unspent’ criminal convictions as defined in the ‘Rehabilitation of Offenders Act 1974’. We will ensure that all those involved in the recruitment process have access to advice from staff suitably trained to identify and assess the relevance and circumstances of offences. We will also ensure that they have received appropriate information on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or volunteering / Trustee opportunity.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment or volunteering / Trustee opportunity.

Having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

**Emmaus Brighton & Hove**

**Criminal Record Declaration Form**

The post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions (spent or unspent), cautions, reprimands and final warnings on your criminal record need to be disclosed. For further information please refer to the Rehabilitation of Offenders Policy.

Please complete this form and return it in a sealed envelope along with your application.

|  |  |
| --- | --- |
| **Job applied for:** | **Location:** |
| **Title:** | **First name** | **Surname:** |

|  |  |
| --- | --- |
| **Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police?** | **Yes\*/No** |
| \*If yes, provide details of offences, penalties and dates below: |

If you have declared a criminal record and we believe this will have a bearing on the requirements of the post we will discuss the matter with you at interview. If you require any further information or have any concerns about filling in this form please contact us.Please note that Emmaus takes its responsibilities under the Criminal Records Bureau very seriously and takes every step possible to ensure confidentiality. The DBS’s Code of Practice on Disclosure can be found on <https://www.gov.uk/government/publications/dbs-code-of-practice>. Alternatively, please contact us and we will ensure a copy is made available to you.

|  |
| --- |
| **Declaration:** |
| I confirm that the information contained in this application form is accurate and correct.Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Thank you for completing this form. Please forward this together with your completed application form**

**Emmaus Brighton & Hove**

**Equal Opportunities Monitoring Form**

Emmaus is committed to equal opportunities in employment and volunteering and will assess for roles fairly without regard to sex, age, marital status, race, colour, nationality, ethnic or national origins. People with disabilities will be assessed on the needs of the role they have applied for. We would therefore be grateful if you could complete and return this form. The information you supply will be separated from your application before the short-listing and interview process begins, and will be kept confidentially and will only be used so that we can monitor the implementation of our equal opportunities policy.

Please choose one option from each of the sections listed below, checking the relevant box with an X, by double clicking on the appropriate box.

|  |  |  |
| --- | --- | --- |
| **Ethnic Group:** | **Age:** | **Religion:** |
| **White:**  British [ ] English [ ] Irish [ ] Scottish [ ] Welsh [ ] Other White background [ ] **Asian or Asian British:**Bangladeshi [ ] Indian [ ] Pakistan [ ] Other Asian background [ ]  | **Mixed:**White and Asian [ ] White/Black African [ ] White/Black Caribbean [ ] White and Chinese [ ] Other Mixed background [ ] **Black or Black British:**African [ ] Caribbean [ ] Other Black background [ ] **Chinese or Chinese British or other ethnic group:**Chinese [ ] Other ethnic group [ ] Prefer not to say [ ]  | 16 – 24 [ ] 25 – 34 [ ] 35 – 44 [ ] 45 – 54 [ ] 55 – 64 [ ] 65+ [ ]  | No religion [ ]  Baha’i [ ] Christian [ ]  Hindu [ ] Jewish [ ] Muslim [ ] Buddhist [ ] Jain [ ] Sikh [ ] Other [ ]  |
| **Marital Status:** |
| Single [ ] Married/Civil Partnership [ ] Living with partner [ ] Other [ ]  |

|  |
| --- |
| **Disability:** |
| The Equality Act 2010 defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities’. An effect is long-term if it has lasted, or is likely to last, more than 12 months. Do you consider that you have a disability under the Equality Act (please tick)?Yes [ ]  Prefer not to say [ ] No [ ]  |
| **Declaration:** |
| This information will be treated in the strictest confidence. It will be used to meet any requirements you have for statistical equal opportunities monitoring. Under the Data Protection Act 1998 we need your agreement to retain this information for these purposes. Please tick this box if you agree to this: [ ] Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Thank you for completing this form. Please forward this together with your completed application form**