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**Donation Collection Driver/Volunteer Supervisor**

**RESPONSIBLE TO: Store Manager**

**LOCATION: Newry**

**SALARY BAND:** £ 21,589 - £23,836 (NJC Scale Pts 12-17)

**CONTRACT:** 37 ½ hours per week

**ROLE SUMMARY:**

Habitat for Humanity Northern Ireland is delighted to open a further Habitat ReStore in Newry.

The first Habitat ReStore’s in Europe are delivering real impacts for local people and the wider community in Lisburn, Ballymena and Newtownards The low-cost DIY store sells donated new and used building supplies and home improvement materials at 50-75% off normal retail price. ReStore enables local people to improve their homes for less, provides opportunities for volunteers from different abilities and backgrounds, and diverts tons of reusable waste from landfill.

Working with volunteers the Donation Collection Driver will be responsible for the collection of donated materials, safely packing in the ReStore truck, returning to ReStore and unpacking. He/She will also deputise for the ReStore Manager to ensure excellent customer service in ReStore.

**JOB DESCRIPTION:**

**ReStore Operations**

* Load and unload all donated materials
* Screen for product usability.
* Communicating with ReStore Manager regarding incoming donations.
* Supervising volunteers, making their experience meaningful.
* Maintain an effective working relationship with Habitat staff, volunteers and ReStore customers.
* Process cash, credit card and cheque transactions, following established procedures for each type of sale.
* Answer telephone and provide ReStore information, directions.
* Maintain a clean, safe and presentable store at all times, including display of sale items and storage of donated stock.

**PERSONNEL SPECIFICATION:**

Essential

1. Excellent interpersonal and communications skills, internally and externally, with groups and individuals, and the ability to verbally convey Habitat for Humanity’s work with confidence and credibility.
2. Minimum 2 years relevant work experience
3. Sound geographical knowledge of Northern Ireland
4. Ability to safely move stock items, potentially up to 25kg.
5. Drivers Licence with C1 classification.
6. Knowledge of Digital Tachograph’s, Drivers hours, Manual Handling, Health and Safety
7. Committed to the vision and mission of Habitat for Humanity and a working style that reflects these.

Desirable

1. CPC Card