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**Title of Role: Volunteer Charity Shop Driver**

Glasgow’s Golden Generation are a Charity in Glasgow who helping and supporting the older generation since 1948 offering vital services to ensure older adults have a better quality of life and allowing then to be socially included in their local communities by offering Day Care Services, Befriending Services, Welfare and Income Maximisation Service, Weekly Social Clubs and Digital Services. Our shop helps us to raise funds to help with the continuation of our services.

**Purpose of the Role**

The purpose of the role is to assist the Charity Shop Manager with the delivery and collection of furniture, bulk items, clothes, and bric-a-brac. homes. The shop is in operation from Monday to Friday from 9.30 – 4.30pm.

The position is quite physical due to the nature of the role – lifting furniture from the shop floor onto the van and delivering furniture to customers’ homes and assisting to move furniture in the Shop.

**Main Activities/ Tasks:**

* Driving a Luton Van to a safe and compliant standard
* To follow all aspects of the highway code and be a courteous driver
* Assisting with furniture collections to the shop.
* Delivery of purchased furniture to client’s homes.
* Responsible for ensuring customers have signed Gift Aid Forms.
* Manual handling of goods on the Shop floor
* To promote public understanding of the work conducted by Glasgow’s Golden Generation.
* To promote and adhere to the Policies and Procedures in the Driver’s Handbook.

**Qualities/ Experience/Skills**

Experienced Driver.

Good communication skills, reliability and customer care service skills are required to fulfil this role.

You will need a full clean driving licence held for at least three years and be over 21 years of age.

DIY skills would be an advantage, but not essential for this role.

Working within a Charity environment would be an advantage but again not essential for this role.

Shop operational hours are from 9.30am to 4.30pm Monday to Saturday. We are looking for help Monday to Friday and we are open to negotiation to find a suitable day and time to suit the volunteer, there is no minimum number of hours required. Driving and pick-ups will normally cover the Glasgow area only so a knowledge of Glasgow would be beneficial. However, on occasion there may be a collection outside of Glasgow.

What we offer:

* The chance to be part of an exciting team who will support and develop you with on-going training
* The opportunity to be involved with social events.
* The chance to make a real contribution to Glasgow’s Golden Generation.

**Training**

Full in-house training will be given of operational procedures during your Induction Period

**Location**

**50 Kilmarnock Road**

**Glasgow**

**G41 3NH**

**Main Point of Contact**

Engagement Volunteer Manager

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