

## Care Zone Van Driver

<b>Job Title:</b>	Care Zone Van Driver
<b>Reports to:</b>	Care Zone Manager
<b>Responsible for:</b>	No supervisory responsibility
<b>Hours:</b>	19.5 hours a week Monday, Tuesday and Thursday: 9.00am – 2.00pm Friday: 9.00am – 1:30pm
<b>Salary:</b>	£12,888 per annum (Full-Time Equivalent: £26,437 per annum)
<b>Location:</b>	Dobson House (Care Zone) Peterborough

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### Role Overview

The Care Zone Van Driver plays a vital role in delivering furniture and household goods to clients with a strong emphasis on high-quality customer service. This position involves collecting donated items from individuals and local businesses, and deliver to residential properties. The driver will support the Care Zone Manager and Warehouse Supervisor in coordinating deliveries, and ensure the smooth flow of goods in and out of the Care Zone. As a representative of both Care Zone and KingsGate Community Church, the driver will engage positively with the public and volunteers, contributing to a safe, nurturing, and encouraging environment for all team members.

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### Key Responsibilities

- Safely and legally drive the Care Zone van to deliver furniture and household goods to clients, ensuring a high standard of customer service throughout.
- Collect donated items from individuals and local businesses, maintaining positive relationships with donors.
- Collaborate with the Care Zone Manager and Warehouse Supervisor to coordinate delivery schedules and support the efficient flow of goods in and out of the Care Zone.

- Work closely with the other staff van driver to plan delivery and collection routes, optimising use of the van and time allocated.
- Act as a positive ambassador for Care Zone and KingsGate Community Church when interacting with clients, donors, volunteers, and the general public.
- Contribute to a safe, welcoming, and encouraging environment for all volunteers, supporting team cohesion and wellbeing.
- Provide excellent communication and customer service to all Care Zone stakeholders, including clients, donors, and members of the public.
- Take responsibility for loading, unloading, and moving furniture, ensuring safe handling practices.
- Assess the condition of donated furniture and determine its suitability for redistribution to clients.
- Oversee van volunteers during collection and delivery runs, offering guidance and support.
- Conduct daily vehicle checks to ensure the Care Zone van is roadworthy, including monitoring oil levels, tyres, brakes, and lights.
- Maintain accurate records of daily mileage and report any vehicle issues promptly.
- Attend monthly one-to-one meetings with the Care Zone Manager to review performance and discuss operational matters.
- Be flexible and willing to work occasional evenings and weekends to meet delivery and collection needs.
- Support the Care Zone Manager with van-related administration, including updating delivery schedules, managing catalogue items, and booking future deliveries.
- Help maintain a tidy and safe warehouse environment, ensuring walkways are clear and organised.
- Perform any other tasks that may arise from time to time which are appropriate to this level of post

### **General**

- Be an effective internal and external ambassador for KingsGate, promoting the organisation's vision and values, positive corporate reputation through active partnership with other relevant stakeholders.
- Positively manage your own personal development to make sure you maintain the technical and professional competence required to effectively perform your role and meet the standards of the organisation.
- Contribute to and help promote positive communication across the organisation, constructive relationships and effective staff feedback methods.

- Demonstrate a commitment to Safeguarding by reading, understanding and personally applying the safeguarding policy and procedures, undertaking appropriate safeguarding training and ensuring any incident is reported immediately.
- Support your Manager in identifying, assessing and managing potential risks involved in work activities and processes.
- Keep confidential, and do not share inappropriately with colleagues or third parties any information on matters and circumstances which are sensitive and could be damaging to the organisation's reputation or business.
- Record and use information in accordance with KingsGate procedures and legal requirements i.e. Data Protection.
- Comply with health and safety requirements.
- Respect the vision and values of KingsGate.

### **Key Skills and Competencies**

- Full UK driving license (essential)
- Good time management and organisational skills
- Good communication and interpersonal abilities
- Reliable, responsible, and able to work independently
- Basic vehicle maintenance awareness
- Comfortable with manual handling (furniture loading/unloading)
- Ability to motivate and work collaboratively with volunteers
- Strong customer service ethos
- Basic IT skills for mileage tracking and record-keeping

### **Person Specification**

#### **Essential:**

- Full Clean UK Driving license
- Ability to lift and move furniture
- Strong interpersonal skills
- Basic vehicle safety knowledge

#### **Desirable:**

- Previous van driving experience
- Experience working with volunteers
- Previous experience in community work or the charity sector

#### **How to Apply:**

Interested candidates should complete the application form and send to [hadministrator@kingsgate.church](mailto:hadministrator@kingsgate.church) by **Monday 2 March 2026**.