

PERSON SPECIFICATION

POST TITLE Care Zone Driver

DEPARTMENT Community Action

TEAM Care Zone

	Essential	Desirable
Education and training	a) Clean Driving Licence	a) Manual Handling Training. b) Health & Safety Training.

	Essential	Desirable
Relevant experience	a) Previous van driving experience. b) Using own initiative. c) Working as part of a team.	a) Supervising volunteers b) Working in a customer service role.

	Essential	Desirable
Knowledge	a) Awareness of health and safety issues and ability to risk assess situations	a) Knowledge of the local area to plan routes efficiently and effectively. b) An understanding of the impact of poverty for families.

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> a) Excellent oral communication skills b) Good interpersonal skills c) Ability to lift and move furniture. d) Ability to prioritise and achieve deadlines. e) Ability to maintain confidentiality. f) Ability to work as part of a team. g) Ability to stay calm when dealing with difficult situations with the public. 	<ul style="list-style-type: none"> a) Ability to work with people with a range of abilities and experiences. b) Ability to politely decline furniture that does not meet our required standards.

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Respect the vision and values of KingsGate. b) Reliable, flexible, honest, and trustworthy. c) Willingness to work in a flexible manner. d) Willingness to serve others. e) Initiative and enthusiasm f) Positive and friendly manner with 'can do' approach. g) Commitment to equality & diversity 	

This person specification was reviewed by the Care Zone Manager February 2024.

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.