



Who we are! What we do!

Oxfam is a global movement of people who won't live with the injustice of poverty. Together we save lives and rebuild communities when disaster strikes. We help people build better lives for themselves. We speak out on the big issues that keep people poor, like inequality and discrimination against women.

Role Title	Delivery Team Leader
Overview of Role	<p>Oxfam Ireland has a small number of shops that specialise in selling second hand furniture. Our Oxfam Home shops are run and supported by enthusiastic teams of volunteers. We are currently recruiting a driver in the role of Delivery Team Leader, to volunteer in the collection and delivery of donated and sold furniture items. This role requires management of the any additional volunteers supporting as part of the delivery team.</p> <p>**This role requires a Category B driving licence**</p>
Key Tasks	<ul style="list-style-type: none"> • Driving the van for furniture collection, deliveries and to transport goods as required by the business • Careful and respectful handling of all items to ensure minimum losses are incurred on stock • Ensure that great care is taken over carrying furniture in and out of people's homes • Planning the collection and delivery of furniture, and supervision and coordination of the delivery team. • Management and support of the van delivery team to enable them to operate in a safe, efficient and effective manner, ensuring a high level of customer service across the whole team at all times • Ensure driving, collection and delivery services comply with the Safe Driving for Work Policy and with the law at all times • Ensuring compliance with health and safety legislation, including routine checks on the van. • Managing acceptance and refusal of donations upon collection not initially identified • Resolve any customer/donor issues in a calm and efficient manner • Promoting Gift Aid, organising gift aided donations upon collection, including completion of the Gift Aid Form by the donator

Location	Various
Commitment	Minimum 8 hours per week is required
Managed by	Shop Manager and/or Deputy Shop Manager
Skills and experience required	<ul style="list-style-type: none"> • Full clean Category 'B' Driving licence valid for use in UK Applicant must have 3 years driving experience • Heavy lifting is a requirement of this role • Ability to undertake physical labour, organising and moving stock throughout the shift • Excellent communication skills • Open and approachable with a polite and positive manner • Ability to lead a team • Ability to understand and apply health and safety requirements. • Willing to complete training
Desirable	<ul style="list-style-type: none"> • Previous van driving experience • Previous experience of moving and lifting large items • Ability to work on own initiative • Experience of leading or working as part of a team on voluntary, educational or employment basis • Clear understanding and appreciation of health and safety procedures in warehousing
Training & Induction	<ul style="list-style-type: none"> • Overview of Oxfam Ireland • Volunteer team meet & greet • Induction provided on volunteer role commencement will include: manual handling, health and safety, gift aid training, pricing and stock processing, and Oxfam policies and procedures.
Personal Development Opportunities	<ul style="list-style-type: none"> • The ability to lead and motivate a team • Communication and 'people' skills • Opportunity to join a welcoming and fun team • Develop scheduling and time management skills • Build confidence • Decision-making skills • Planning and organising • Add valuable experience to your CV
Expenses	<ul style="list-style-type: none"> • Local travel costs from your home to and from your shop will be fully reimbursed • Lunch expenses can be claimed when you volunteer more than five hours in a day
Apply	<ul style="list-style-type: none"> • To apply for this role CLICK HERE