



## **RSPCA LLYS NINI – CARDIFF TO SWANSEA**

### **35 HOURS PERMANENT CONTRACT - VACANCY**

#### **Van driver based at Penllergaer, Swansea**

RSPCA Llys Nini Cardiff to Swansea is an independently registered charity (registered charity number 224337) affiliated to, but not directly funded, by the RSPCA.

RSPCA Llys Nini provides animal welfare throughout Swansea, Neath Port Talbot, Bridgend, parts of Rhondda Cynon Taff and Cardiff council areas. Llys Nini helps over 2,000 animals each year. Its main aim is to rescue, rehabilitate and re-home abused and unwanted animals.

As part of the income generation team, Llys Nini operates 11 shops to help raise funds for the running of the Animal Centre and for animal welfare work within the branch area. We currently have a position available to support the delivery of stock to the shops and the pick up of donations from house collections.

**Job Title:** Van Driver

**Reporting to:** Donations Handling Manager

**Hours:** 35 hours per week

**Salary:** £9.80 per hour

**To apply,** please forward your covering letter and CV to:  
[admin@rspca-lysnini.org.uk](mailto:admin@rspca-lysnini.org.uk)

**See our website for privacy statement:**  
<http://www.rspca-lysnini.org.uk/data-protection-notice.php>

**Closing date: Friday 18<sup>th</sup> March 2022**

(If you have not heard from the RSPCA Llys Nini by 28th March 2022, please assume your application has not been successful on this occasion.)

# RSPCA LLYS NINI – CARDIFF TO SWANSEA

## Job Description

### 35 HOURS PERMANENT CONTRACT

#### Van driver based at Penllergaer, Swansea

##### Job summary:

Van driver based at Penllergaer Swansea, but covering the Centre and the 11 shops in the branch area from Carmarthen to Cardiff.

##### Main purposes of the job:

- To complete collections of stock to and from donor's homes.
- To facilitate movement of stock throughout the organisation.
- In conjunction with the Donations handling Manager and Area Shop Manager, plan, organise and ensure the efficient movement of stock between the storage areas, shops, donors and customers and is done in a timely and safe manner.
- Ensure the highest level of customer service, productivity and efficiency at all stages of collection and delivery of the stock.
- Prepare and complete all daily and weekly administration to the highest standards accurately and on time.
- Manage and motivate volunteers both on the vans and in the shops
- Ensure regular maintenance and upkeep of the vehicles to include the weekly cleaning of the vehicle.
- Always promote and source stock donations from customers and local community
- Ensure the security of stock donations work equipment.
- To comply with Health and Safety policies and RSPCA Llys Nini driving policies.
- Actively participate in two way communication sharing and exchanging relevant and appropriate information with the Donation Handling Manager, Area Shop Manager, Shop Managers, and management.

##### Key responsibilities:

- Stock
  - Moving high volume of and bulky stock at times
  - Move stock to the shops where required as directed by the shop manager
  - Ensure stock is stored in the appropriate location, tidily and safely

- Administration and security
  - Ensure all mail and packages to the shops are duly given to the shop manager
  - Ensure all records of numbers of Bags and culled bags are noted for administrative purposes.
  - Ensure keys of vehicle and contents of vehicle are kept safe at all times
- Health and safety
  - Comply with Health and safety regulations and policy
  - Report any H & S issues to the Donations Handling Manager
  - Review the risks for the tasks to be undertaken to ensure that it done so in a safe manner
  - Ensuring the Van has its safety checklists completed
  - Report and record all serious incidents and injuries to the admin team asap

**Key experience and skills required:**

- Good organisation and time management skills;
- Good communication and interpersonal skills;
- Team player;
- Experience working with volunteers is desirable;
- Empathy towards the Charity's aims and objectives;

**The role involves continuous manual handling of stock in volume on a daily basis. It will require a good level of fitness and exertion, including carrying stock up and down stairs on a regular basis.**