



**Units 1–2 Waterhouse
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London N1 5QJ**

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Company 3894363
Charity 1086812**

Shoreditch Trust Multi-Drop Delivery Driver

Reports to: Olivia Woodward

Salary: Hourly rate of £11 per hour

Contract: Sessional worker contract from 26th July – 27th August 2021.

Hours: Monday-Thursday from 10:30am – 1:00pm, Friday 11.30am-1:00pm

Based at: 12 Orsman Road, N1 5QJ

About Shoreditch Trust:

Shoreditch Trust is a charity which supports and empowers communities to improve their health and wellbeing through working in a person-centred way. Our initiatives empower people to make choices about their health and wellbeing by providing people with practical experience, a fresh perspective, skills, knowledge and motivational support towards healthy living.

About the role:

Shoreditch Trust Summer Free School Meals Food Programme:

Purpose of the post is to support the Free School Meals programme and deliver packed lunches, Cook and Eat meals and emergency food parcels from the WaterHouse Restaurant to Hackney residents and school holiday programme venues.

Person Specification:

- Opportunity for delivery driver with own car and insurance or Shoreditch Trust can provide an electric cargo bike for deliveries.
- Working with the Food Programme team and the WaterHouse Restaurant at Shoreditch Trust
- Full valid U.K driving license with 6 points or less if supplying own car
- Must be able to pass a drugs and alcohol test
- Excellent customer service skills
- Good communication skills with colleagues and clients
- Report any safeguarding concerns to manager
- Great attitude working to reduce food poverty
- A smart phone to use to make deliveries and follow route map
- DBS check required - must consent to a criminal background check and have no unspent convictions

Wider Organisational Responsibilities:

- Attend regular training and development opportunities to maintain an up-to date knowledge of safeguarding, health and safety, risk management and local policy developments
- Adhere to Shoreditch Trusts policies and procedures

Corporate Responsibilities:

- Demonstrate high levels of professional conduct at all times with particular reference to punctuality, dress, presentation and administration
- Keep customer care as the major priority for service provision
- Ensure the service is promoted efficiently, effectively and in keeping with the aims of Shoreditch Trust.

Safeguarding statement:

Shoreditch Trust works with children, vulnerable young people and at-risk adults in a variety of ways and is committed to providing a safe, positive and friendly environment. We have a statutory and moral duty to ensure and promote the welfare of these groups regardless of race, disability, gender, age, sexual orientation, religion and belief, gender reassignment, pregnancy and maternity, marriage and civil partnership.

Equal Opportunities:

Commitment to and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services.

Corporate responsibilities

Conduct high levels of professionalism at all times with particular reference to punctuality, dress, presentation and administration Keep customer care as the major priority for service provision Ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Shoreditch Trust

Communications

Adhere to the Trust's Communications Protocols for both internal and external communications with colleagues, trustees, suppliers and contractors.

Confidentiality

In the course of your work you will have access to information relating both to individuals and to organisations including Shoreditch Trust. All such information should be regarded as strictly confidential and the Volunteer Distance Befriender role will be required to comply with Shoreditch Trust Data Protection policies.

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abides by the legislation in place for safeguarding and takes into account best practice in child and at-risk adult safeguarding.