

Shoreditch Trust

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Shoreditch Trust Multi-Drop Delivery Drive

Managed by: Practice Lead: Group Facilitation

Salary: £11 per hour

Contract: Casual, hours vary

Probation: Three months

Holiday: 30 days (pro rata)

Based at: Shoreditch Trust Head Office (12 Orsman Road) but will be required to attend other venues and locations

Holiday: 30 days (pro rata)

Shoreditch Trust is working to create a future free from inequality. Our people-focused and peer-support approach enables us to model our services around the needs of those we support, facilitating individual and community leadership and development and encouraging people to achieve their goals.

Shoreditch Trust has over 20 years' experience and specialist expertise in designing and implementing community-based health and wellbeing programmes.

We support communities in Hackney and neighbouring boroughs to improve their health and wellbeing, develop social networks, and build skills and opportunities for meaningful employment.

Our focus is on working with people who experience health, economic and social inequality, including women in pregnancy and early parenthood, young people not in education or work who are at risk, stroke survivors, socially isolated older people and those experiencing long term health and social issues.

Purpose of this post

Purpose of the post is to support the Community Table programme and deliver packed lunches, Cook and Eat meals and emergency food parcels from the WaterHouse Restaurant to Hackney residents.

Job Description

The work plan will be focused on four main areas:

1. Delivering food parcels to residents in Hackney
2. Collecting donated food to transport to Waterhouse Restaurant
3. Delivering Free School Meals packed lunches and meals to agreed venues during school holidays

1. Delivering food parcels to residents in Hackney:

- Receive list of addresses and input to satnav or maps to create route
- Follow any instructions on entry to buildings or homes
- Load and unload food parcels from vehicle
- Ensure the safe delivery of food parcel to all residents on list
- Update line manager with any issues or safeguarding concerns

2. Collecting donated food to transport to Waterhouse Restaurant:

- Arrive at the collection point in a timely manner
- Deliver donated food to the Waterhouse Restaurant
- Load and unload donated food from vehicle
- Update restaurant staff if any issues with collecting the donations

3. Delivering Free School Meals packed lunches and cooked meals:

- Load and unload meals from vehicle
- Deliver in a timely manner to the agreed venues
- Update staff receiving the food if any delays due to traffic
- Update line manager with any feedback from venues

Job Requirements

In order to be responsive to the community and to be able to support Shoreditch Trust activities, you will need to be flexible, working some evenings and weekends. Hours will be agreed on a mutually beneficial basis in line with planned activities.

Person Specifications

Desirable:

- Previous experience working in social enterprise or voluntary sector setting
- Knowledge of Hackney
- Experience driving in central London

Job related aptitudes and skills

Essential

- Full valid U.K driving licence with 6 points or less
- Must be able to pass a drugs and alcohol test
- Excellent communication skills with colleagues and customers
- Access to 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
- Able to remain calm under pressure
- Able to use initiative to sort out problems as they arise
- Able to learn quickly and follow instructions

Shoreditch Trust Values

Our Values guide everything we do with clients, colleagues, partners & commissioners:

Equality: we believe that everyone has the right to lead healthy and fulfilling lives. We support people to recognise opportunities and overcome obstacles to realise their potential.

Connection: bringing people together is at the heart of what we do, forging strong and trusting relationships to enrich our work and the lives of our clients.

Compassion: we believe everyone should be treated with kindness and respect, and recognise that honest and challenging conversations can be as important as encouragement.

Independence: we promote independence, enabling people to make informed decisions and take ownership of their own development.

Flexibility: we strive to respond flexibly and intelligently to people's needs, understanding that there is no 'one-size-fits-all' when it comes to real lives.

Anti Racism

At Shoreditch Trust we realise that systemic racism is an issue that affects us all; we recognise the many ways that racism undermines the health and opportunities of people who are affected; we respond in every way we can to repair the harms that racism causes; and we resist any policies or ways of behaving on our part that may be racist.

Equal Opportunities

Shoreditch Trust is committed to encouraging diversity and eliminating discrimination in both its role as an employer and as a provider of services. Through its aims as a charity, Shoreditch Trust recognises that the communities we work with have endured long-term deprivation and under investment. It also recognises the incredible potential of those communities and individuals. We are committed to challenging and changing this situation and to contributing to the creation of a fair, equitable and accessible society.

Shoreditch Trust is committed to creating a diverse and inclusive organisation - a place where we all can be ourselves and reach our full potential at work. We offer a range of staff support programmes, including 4 development days, extensive training opportunities and wellbeing policy and initiatives. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

Safeguarding statement

Shoreditch Trust works with children, vulnerable young people and adults at-risk 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. Our policy extends to the treatment of all our service users, partners, volunteers, visitors and employees of Shoreditch Trust. The Trust abides by the legislation in place for safeguarding and takes into account best practice in child and adults at-risk safeguarding.

Safer Recruitment

Shoreditch Trust places the utmost importance on the welfare and wellbeing of its clients. The selection process will assess the candidate's suitability for the role and explore any gaps or anomalies in the application process. Confirmation of the post is subject to a minimum of two satisfactory references;

where eligible, a satisfactory outcome of the DBS check. This is in addition to the necessary information to attend an interview: Proof of identity and proof of the right to work in the UK.

This job description is intended as an outline indicator of general areas of activity only. Shoreditch Trust is a small charity and as such all staff are expected to vary their duties as necessary to meet the needs of the organisation.