

### Person Specification

<b>Job Title:</b>	Driver	<b>Grade</b>	
<b>Location:</b>	St Clare Hospice Shop, Hastingwood	<b>Hours</b>	37.5 hours per week Five days Tuesday to Saturday

Factor	Essential Criteria	Desirable Criteria
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Current, full, clean driving licence</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years Van / bus driving experience</li> </ul>	<ul style="list-style-type: none"> <li>• Heavy manual handling experience</li> <li>• Charity retail experience</li> <li>• Working with volunteers</li> <li>• Experience driving Box Vans</li> </ul>
<b>Skills / Knowledge</b>	<ul style="list-style-type: none"> <li>• Good space awareness and manual handling knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Health &amp; Safety in a retail environment</li> <li>• Knowledge of the Hospice</li> <li>• Awareness of Trading Standards</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Tactful, sensitive, tolerant flexible and positive manner</li> <li>• Good verbal communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Can communicate about the hospice accurately</li> <li>• Ability to manage conflict effectively</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to use own initiative</li> <li>• Access to a vehicle to use for work purposes</li> <li>• Ability to work independently</li> <li>• Flexible approach to hours of work</li> <li>• Team Player</li> <li>• Commitment to quality and best practice</li> </ul>	

	<ul style="list-style-type: none"><li>• Positive, self motivated and committed to achieving results</li><li>• Problem solver</li><li>• Good sense of humour</li><li>• Professional approach to work</li><li>• Multi-tasking</li><li>• Good time management skills</li><li>• Calm under pressure</li><li>• Well organised and efficient</li></ul>	
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