



POSITION DESCRIPTION

Position Title:	Driver
Location:	
Reporting to:	Transport Team Leader
Direct Reports:	Jockey

ORGANISATIONAL CONTEXT

Our Vision

The Society aspires to be recognised as a caring Catholic charity offering 'a hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Our Values

- **Commitment:** Loyalty in service to our mission, vision and values
- **Compassion:** Welcoming and serving all with understanding and without judgement
- **Respect:** Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- **Integrity:** Promoting, maintaining and adhering to our mission, vision and values
- **Empathy:** Establishing relationships based on respect, trust, friendship and perception
- **Advocacy:** Working to transform the causes of poverty and challenging the causes of human injustice
- **Courage:** Encouraging spiritual growth, welcoming innovation and giving hope for the future

Our Services

The St Vincent de Paul Society's members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; Compeer programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated 'members'; all who volunteer their time to undertake a range of community support activities at a local level ('conference'), semi-regional level ('regional'), regional level ('central'), and state level ('state'). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.

OUR CHILD SAFETY COMMITMENT

St Vincent de Paul Society (the Society) is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual (LGBTQIA), and children with a disability.

Whilst all Society programs and activities may not involve regular contact with children by members, volunteers and employees, it is the decision of the Society State Council that all Society programs and activities will be subject to the Child Safety Policy.

PURPOSE OF ROLE

Vinnies transport is an essential component in support our Retail the major functions performed by Vinnies Transport are the collection, sorting, storage and distribution of donations.

The role of Driver is to collect donated goods from public homes, business and SVDP donation bins and deliver to storage and/or assistance recipients as directed by the Manager.

The Driver is also expected to have a total commitment to safe operating practices at all times and high levels of customer service with all contacts.

KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Driving	<ul style="list-style-type: none"> • Drive to and from destinations in a safe, courteous and timely manner • Supervise Jockey • Commitment to a zero alcohol, drugs and other substances • Report any incidents or near misses
OH&S	<ul style="list-style-type: none"> • Comply and Support the Society's OH&S policies • Actively support the Society's commitment to zero tolerance of inappropriate workplace practices • Report any non-safe work practices.
Customer Service	<ul style="list-style-type: none"> • Represent the Society in a courteous, respectful and professional manner at all times. • Neat and tidy presentation
Collections & Deliveries	<ul style="list-style-type: none"> • Collect and deliver donations from private homes, corporations and donation bins as directed by Team Leader • Loading and unloading as per safe work practices – in particular see Hazardous Manual Handling Policy as well as other the Society and OH&S policies
Vehicle maintenance	<ul style="list-style-type: none"> • Complete Daily vehicle check list, report any concerns to Team Leader • Strict adherence to the Society and OH&S policies at all times.

People and Culture	<ul style="list-style-type: none"> Foster cooperative relationships with team members, staff, management and volunteers and other agents of the Society To uphold the ethos and spirit of the society. Actively support the Society's commitment of zero tolerance of inappropriate workplace practices.

INHERENT PHYSICAL REQUIREMENTS

Activity	Frequency			
	Rarely	Sometimes	Often	Always
Driving – Metro / Regional, long distances may be covered			x	
Loading / Unloading – up to 120kg cages when fully loaded using the tailgate working in two's. Push / Pull / Manipulate 15kg when empty.				x
Loading / Unloading – up to 105kg bales Roll / pull / push		x		
Loading / Unloading – up to 20kg bags Lift / Carry / Drag				x
Loading / Unloading – Boxes to 20kg Lift / Carry	x			
Loading / Unloading – Furniture – chairs / beds / couches / wardrobes				x
Loading / Unloading – Empty donation bin Repetitive lifting of light bags in an enclosed space		x		
Furniture Removal – chairs / beds / couches / wardrobes		x		
Furniture Removal – Negotiate stairs with furniture		x		

DRUG & ALCOHOL RESTRICTIONS

- Must not drive under the influence of drugs, including prescribed drugs which may affect their driving
- Must be compliant with a zero alcohol limit

KEY SELECTION CRITERIA



Experience - preferred

- Driving and loading and unloading of trucks
- Customer service
- Training of new team members

Attributes

- Honesty and integrity
- Reliability
- Sense of Commitment
- Empathy and understanding of the St Vincent de Paul Society
- Professional - in personal presentation and communication

Qualifications - essential

- Current Victorian Drivers Licence – LR or MR

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.