Driver, Regional – Retail and Logistics

Position Description

Directorate:	Commercial Enterprise, Fundraising and Communications
Reports to:	Manager, Warehouse and Distribution
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Collect donated goods and deliver stock into Vinnies shops to keep our shops well stocked and operational to generate revenue for our broad range of services supporting the community and in achieving the goals outlined in the St Vincent de Paul NSW's Strategic plan.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Commercial Enterprise, Fundraising and Communications Directorate. The teams within the directorate and their functions are:

Fundraising: this team is responsible for state-wide corporate partnerships, community fundraising and events; major gifts and philanthropy; gifts in wills and estates; direct marketing and appeals; and fundraising development.

Communications and Marketing: this team is responsible for state-wide brand and creative services; external communications; issue management; marketing; digital communications and digital fundraising.

Retail and Logistics: this team is responsible for state-wide retail service delivery; logistics and supply chain network; and retail projects.

Commercial Enterprises: this team is responsible for state-wide recycling and sustainability initiatives; Container Deposit Scheme (CDS); and new commercial enterprises.

Accountabilities and responsibilities

The Driver will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Ensure preoperational checklists are completed for all loads.
- Ensure all damages to MVIs are reported and followed up in accordance with SOPs.
- Develop and maintain a proper working relationship with the site stakeholders.
- Provide customers (Vinnies shops & donors) with excellent service.
- Collect donations from the general public.
- Collect donations from retail outlets.
- Clear donations from the Society's clothing bins.
- Deliver furniture or large items sold from the Retail Centres.
- Delivery of ordered stock to Retail Centres
- Delivery of goods to welfare clients
- Clear excess stock to other retail Centres or the Distribution Centre
- Clear rubbish/waste from Retail Centres to nearest tip
- Responsible for the security of goods, equipment and vehicle whilst on duty.
- Comply with all WHS standards and procedures, as they apply to the warehouse and transport areas.
- Take every care with the handling and transportation of Society goods
- Maintain a professional appearance while on duty.
- Notify your line manager in the event you should lose your licence or have any other reason to suspect your ability to operate equipment safely has been impaired.
- Being flexible to changes in work practices.
- Contribute to a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Retail Centres receive goods in a timely manner.
- Trucks are loaded within timeframes deliverables.

Key working relationships

In addition to the Manager, Metropolitan Transport and their direct reports, the Driver will foster close working relationships with:

- Warehouse Supervisor (Commercial Enterprise, Fundraising and Communications);
- Retail Store Managers (Commercial Enterprise, Fundraising and Communications);
- Vinnies donors and clients.

Essential criteria

Critical capabilities

There are nine capabilities expected of all leaders across the Society:

- '**People we serve' centric:** (Level 1) Deliver, or support the delivery of, high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 1) Contribute to the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 1) Work collaboratively with others to solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society's resources responsibly.

Role-specific criteria

- Demonstrated experience in a warehouse or distribution environment.
- Professional empathy skills in working with donors and welfare clients.
- Physical capacity to stand for long periods of time and lift goods safely.
- Proven ability to work as part of a team.
- Strong interpersonal, communication and organisational skills.
- Ability to work with a diverse workforce including employees and volunteers.
- NSW driver licence and MR or HR (Heavy Rigid) and LF licence.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.