



Community Driver (Cardiff)

Reports To	Benthyg Cymru
Status	Contractor
Salary	£9.90 per hour, 6 hours per week
Time Required	6-month contract
Start Date	August 2022

POSITION SUMMARY

We're looking for an energetic person who's passionate about sustainability to carry out deliveries and collections from Libraries of Things in Dusty Forge and Railway Gardens using our electric van, making borrowing more accessible to everyone in Cardiff.

This role also incorporates working with Repair Cafes around Cardiff, making sure they can benefit from our shared e-van, whether that's in delivering toolboxes and banners to repair café events or helping out at community events.

Any time that you're not driving or attending events, you'll be supporting the on-site activities of libraries of things in Dusty Forge and Railway Gardens, working with the project teams as necessary.

The ideal candidate for this job will be able to work on their own initiative, finding ways to build and strengthen community connections and bring the benefits of borrowing to communities around Cardiff.

We need someone who is happy to roll their sleeves up and get involved in all things borrowing and repair, ensuring a high standard of customer service in all their activities.

Benthyg Cymru recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome and encourage job applications from people of all backgrounds.

We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates as BAME and disabled people are currently under-represented throughout Benthyg Cymru. We have made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the minimum essential criteria for the role as set out in role profiles.

If that person could be you, please read the full job description below and send in your CV along with a supporting statement setting out how your skills and experience make you suitable for the role (no more than 2-sides of A4) to teulu@benthyg-cymru.org

ROLE REQUIREMENTS

Role Requirements	Key Duties
<p>Project support and administration</p>	<ul style="list-style-type: none"> • Develop logistics plan and timetable for deliveries and collections • Trouble-shoot issues as they arise, seeking input from colleagues as appropriate. • Demonstrate competency in Repair Cafe Wales and Benthyg Cymru systems and processes. • Recruit, mentor and develop volunteers, contributing to a supportive atmosphere. • Comply with project requirements for quality management, health and safety, legislation, environmental policies and general duty of care, acting as a role model for volunteers. • Formally report any procedural concerns or incidents to Benthyg Cymru and Repair Cafe Wales central teams
<p>Quality Management</p>	<ul style="list-style-type: none"> • Support implementation of centralised Benthyg Cymru and Repair Cafe Wales systems, policies and processes. • Identify opportunities to feedback centrally to develop and improve systems, policies and processes. • Take necessary action to communicate/advise/assist non-compliance with health and safety and other core processes. • Establish and implement communications for the awareness of quality issues with centralised Benthyg Cymru and Repair Cafe Wales teams. • Liaise with customers, partners and suppliers as necessary (where impacting/affected by quality issues). • Work closely with volunteers to support and role model consistent data input and service provision.
<p>Health and Safety</p>	<ul style="list-style-type: none"> • Effectively follow standards, processes, communications, training and systems to demonstrate and role-model volunteer compliance with: <ul style="list-style-type: none"> ○ Management of risks, issues, action and learning logs for the operations area. ○ Health and safety policy ○ A safe operational environment without risk to health. ○ Safe equipment, and safe movement, storage and use of articles and substances. ○ Adequate provision of first-aid and welfare facilities and support. • Demonstrate a strong understanding of health and safety policies and practices, putting them into practice and role-modelling compliance for volunteers.

VALUES

Benthyg Cymru

Benthyg Cymru's activities provide benefit to communities around Wales and potentially rest of UK by creating a culture of resilience and environmental sustainability that brings communities together to share items, knowledge and skills.

All employees, contractors and volunteers are required to operate in line with Benthyg Cymru's core aim to operate a network of places where people can:

- Access affordable borrowing of things they need but don't own, saving money and space in their homes
- Donate things they own but don't need, contributing to national waste reduction targets
- Meet to share knowledge and skills with each other, increasing community resilience

SKILLS AND EXPERIENCE REQUIRED

Technical Skills	<ul style="list-style-type: none"> • Full, clean driver’s licence • Competent in MS Office – particularly Word, Excel and Outlook • Competent in social media
Previous Experience	<ul style="list-style-type: none"> • Experience in a similar project focused role(s) • Experience in logistics • Experience in events delivery • Experience working on similar projects • Experience of sustainable initiatives or the circular economy • Experience working with volunteers and community groups
Competencies	<ul style="list-style-type: none"> • A genuine commitment to the values and ethos of Repair Cafe Wales and Benthycymru. • Good communication skills, both written and verbal. • Solid organisational skills including attention to detail and multitasking skills. • An engaging manner with ability to build rapport with a range of different people in different roles. • Passion, enthusiasm and a real commitment to make a difference. • Able to work on your own initiative, as well as part of a team. • Understand barriers to participation
Additional requirements	<ul style="list-style-type: none"> • Welsh language skills are desirable • Role-holder will need to work outside normal working hours, including some evenings and weekends

RECRUITMENT TIMELINE

Interviews: 11th & 12th August 2022

Decision communicated: 15th August 2022

Start date: 22nd August 2022 (flexible)

To apply please review the full job description then submit your CV and a supporting statement setting out how your skills and experience make you suitable for the role (no more than 2-sides of A4) to teulu@benthycymru.org