Habitat for Humanity® ReStore®

The low-cost DIY store that builds sustainable communities

Donation Collection Driver/Volunteer Supervisor

RESPONSIBLE TO: ReStore Manager
LOCATION: **Long Mile Road**
SALARY BAND: €31,161
CONTRACT: 35 hours per week

ROLE SUMMARY:

Habitat for Humanity Ireland is delighted to launch Habitat ReStore in Long Mile Road and is recruiting a Donation Collection Driver/Volunteer Supervisor.

The first Habitat ReStores in Europe are delivering real impacts for local people and the wider community in Athlone, Drogheda, Ballymena, Belfast, Glasnevin, Lisburn, Lisnagelvin, Newry & Newtownards. ReStore, the charity's social enterprise, builds sustainable community and directly tackles poverty here in Ireland. ReStore enables local people to improve their homes for less, provides learning opportunities for volunteers from different abilities and backgrounds, and diverts tons of reusable waste from landfill

Working with volunteers the Donation Collection Driver will be responsible for the collection of donated materials, safely packing in the ReStore truck, returning to ReStore and unpacking. They will work alongside volunteers to assemble and display items on the shopfloor and will deputise for the ReStore Manager to ensure excellent customer service in ReStore.

JOB DESCRIPTION:

ReStore Operations

- Screen donations to ensure suitability for sale in ReStore
- Load and unload all donated materials
- As needed, assemble donated furniture and display in store
- Communicating with ReStore Manager regarding incoming donations.
- Supervising and supporting volunteers of all ages, abilities and backgrounds; helping to ensure their experience is meaningful.
- Maintain an effective working relationship with Habitat staff, volunteers and ReStore customers/donors.
- Process cash, credit card and cheque transactions, following established procedures for each type of sale.
- Answer customer queries and provide relevant information

- Maintain a clean, safe and presentable store at all times, including display of sale items and storage of donated stock.

Health and Safety

- Complete relevant Health and Safety checklists
- Comply with all current legislation regarding acceptance of donations and sale of goods

Other Requirements

- To undertake training as agreed
- To undertake any other duties, appropriate to the post, which may from time to time be required

PERSONNEL SPECIFICATION:

The personal specification shows essential skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Therefore, please address, in completing the application form each criterion listed in the specification, drawing upon all of your experience, whether at work or on a voluntary basis,

Essential

1. Excellent interpersonal and communications skills, internally and externally, with groups and individuals, and the ability to verbally convey Habitat for Humanity's work with confidence and credibility.

2. Minimum 2 years relevant work experience.

3. Sound geographical knowledge of Dublin and beyond.

4. Ability to safely move stock items, potentially up to 25kg.

5. Full drivers Licence with 6 points maximum.

6. Knowledge of Manual Handling & Health and Safety.

7. Committed to the vision, mission and values of Habitat for Humanity; humility, courage and accountability and demonstrate a working style that reflects these.

Organisational Values & Safeguarding

Active support of Habitat's Values:
- Humility – We are part of something bigger than ourselves.
- Courage – We do what's right, even when it is difficult or unpopular.
- Accountability – We take personal responsibility for Habitat's mission.

Safeguarding:
Habitat requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work. Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation and abuse, safeguards the rights of beneficiaries and community members (especially children and vulnerable adults), and promotes the implementation of Habitat for Humanity's code of behaviour.