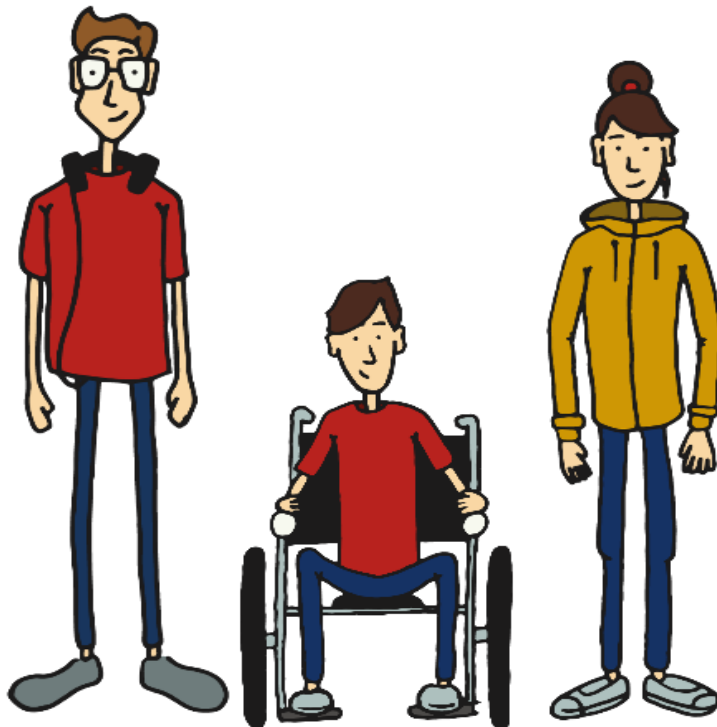




# THE JUNCTION FOUNDATION

## Delivery Driver & Warehouse Operative

*Making a positive difference to the lives of children, young people and their families  
across South Tees*



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Dear Applicant,

**Re: Delivery Driver & Warehouse Operative**

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form and application form.

The Junction is a respected charity working to make a difference to the lives of children, young people and their families. We are proud of our reputation and believe that all of our workers are key to establishing positive relationships, building trust, self-belief, a sense of family and belonging. When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria.

The Multibank is a donation centre that connects surplus goods donated by Amazon and other businesses, with people in need, via a network of local charities and care professionals. Information about The Junction Multibank and other Multibanks in the national network is available on –

- 🔍 [Multibank - The Junction Foundation](#)
- 🔍 [Facebook Video](#)
- 🔍 [The Junction Multibank — The Junction](#)

When writing your application please ensure you address the person specification provided and highlight any information in excess of the criteria. If you would like to discuss the requirements of the post or have any questions about the role please contact **Simon Nott** on 07487 387792 or via e mail on [simon.nott@thejunctionfoundation.com](mailto:simon.nott@thejunctionfoundation.com)

Once you have completed your application please return to: [recruitment@thejunctionfoundation.com](mailto:recruitment@thejunctionfoundation.com)

Or alternatively post to The Junction, Westfield Farm, The Green, Dormanstown, Redcar, TS10 5NA, please ensure your envelope is marked **PRIVATE AND CONFIDENTIAL**.

Please note the deadline for the applications **is Friday 4 April 2025**, only successful applicants will be contacted.

**Interviews will take place Friday 11 April 2025**

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check. We look forward to receiving your application.

Yours faithfully,

Beth Major  
**Chief Executive Officer**



## Why work for The Junction?

### Pension

We contribute 5% of your equivalent salary into your pension scheme for all eligible posts.

### Staff Wellbeing Programme

Our staff Wellbeing Programme, provided through Simplyhealth, provides money back on health-related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren't left to foot the bill.

### Counselling Helpline

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough.

### Counselling Face-to-Face

In addition to the helpline we provide access to 6 sessions of face to face counselling

### Generous Holidays

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

### Loyalty Holiday Bonus

We reward loyalty by offering colleagues 1 extra day's holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

### Staff Development

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.

### Making a Difference

By being part of an extra ordinary team, we work together to help transform the lives of local children, young people and families.

### Within The Junction

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

- 🔍 Youth Employment Services
- 🔍 Young Carers Services
- 🔍 Youth Services
- 🔍 Children and Young People's Emotional Wellbeing and Mental Health Services
- 🔍 Children and Young Peoples Specialist Transport Services



We pride ourselves on being able to provide multiple specialist services ‘under one roof’ with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

- 🔍 Understand the issues facing children and young people
- 🔍 Have the skills to effectively support them
- 🔍 Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.

### Expectations

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

### Vision

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

### Mission

To empower children, young people and their families to embrace life with confidence, facing life’s challenges in a positive way.

Values	Key Principles
We listen	Children and Young People are at the heart of everything we do
We genuinely care	Our workers are the key to building strong, positive relationships
We don’t judge	
We empower	Working in partnership to make change happen

### Working within The Junction’s policy environment

All Junction staff and volunteers are expected to work in accordance with the policies, practices and procedures of the organisation. Key to this approach is a commitment to promote and safeguard the welfare of children, young people and vulnerable adults, as safeguarding is everyone’s responsibility.



Similarly, all staff are expected to demonstrate a commitment to promoting and valuing diversity, being prepared to challenge the use of discriminatory language and to support and encourage non-discriminatory practice.

### **Personal Development**

All staff are expected to make a commitment to their own personal development, partaking in personal development opportunities and undertaking training, supervision and appraisal partaking in personal development opportunities and undertaking training, supervision and appraisal as required and to support the personal development of others, particularly apprentices.



## Job Description

**JOB TITLE:** Delivery Driver & Warehouse Operative

**SALARY:** £24,636 pro rate (job share possible)

**HOURS:** 37.5

**CONTRACT TYPE:** Permanent

**RESPONSIBLE TO:** Referrals and Logistics Co-ordinator

**ACCOUNTABLE TO:** Warehouse Manager

**APPLICATION METHOD:** We do not accept CVs therefore please complete the application form located at the end of this pack.

### JOB PURPOSE

To transport goods being delivered to and distributed from the Junction Multibank Tees Valley and act as a warehouse operative, processing delivered goods, sorting and sifting goods, picking orders and receiving referral partners as they collect orders.

### SUPPORT

Day to day support and regular supervision will be provided by the Referrals and Logistics Co-ordinator, the post will also be supported and directed by the Warehouse Manager and the Multibank Manager.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

#### Working with children, young people and their families

- 🔍 Driving electric panel vans to transport goods to and from the Junction Multibank warehouse, collecting goods from donors, delivering goods to referral partners and other similar driving duties.
- 🔍 The planning of efficient and safe transport routes, taking into account the time of day and weather conditions.
- 🔍 Taking responsibility for the daily care of vehicles, charging, maintenance and conducting safety checks.
- 🔍 Ensuring vehicles are clean and tidy before and after use.
- 🔍 Reporting any vehicle faults or concerns immediately.
- 🔍 Undertaking warehouse operative duties including loading and unloading of goods, sorting and sifting goods and picking and packing orders to be distributed.
- 🔍 Receiving referral partners as they attend the multibank to receive their orders.
- 🔍 Sorting and delivering orders to organisations and collection hubs across the Tees Valley.
- 🔍 Helping to ensure a safe working environment is maintained in the warehouse and while driving, collecting and delivering goods.
- 🔍 Use of a forklift truck within the warehouse (if not the holder of a current forklift driver certificate, be willing to train and obtain one).



- 🔍 Have a full working knowledge of and ensure compliance with The Junction's handbooks, policies, procedures and guidance.

### **Personal Development**

- 🔍 Participate in relevant professional driving training.
- 🔍 If required, participate in forklift driver training and obtain a forklift driver certificate.
- 🔍 Participate in relevant warehouse training, including the operation of warehouse equipment, health and safety training, the relevant Junction policies and procedures

Undertake other duties and responsibilities as required from time to time commensurate with the post.

### **Working within The Junction's policy environment**

- 🔍 Demonstrate a commitment which promotes and values diversity and the equality of opportunity in relation to employees, workers, service users and the wider community, challenge the use of all discriminatory language and practice and positively encourage all staff, volunteers, partners, young people and volunteers to adopt non-discriminatory practice.
- 🔍 Undertake all work in accordance with The Junctions policies and practice including but not withstanding Health and Safety, Risk Management
- 🔍 Achieve that the highest standards of customer care are met at all times
- 🔍 Positively promote the welfare of children, young people and vulnerable adults and ensure that it is recognised that safeguarding is everyone's responsibility.
- 🔍 Work and adhere to The Junctions values at all times.





## PERSON SPECIFICATION – Delivery Driver & Warehouse Operative

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>🔍 Full clean driving licence with B entitlement.</li> </ul>	<ul style="list-style-type: none"> <li>🔍 Forklift driver certificate.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>🔍 Post qualified driving experience of not less than 6 months.</li> </ul>	<ul style="list-style-type: none"> <li>🔍 Previous experience of transporting and delivering goods.</li> <li>🔍 Previous experience of working in a warehouse.</li> <li>🔍 Previous experience of driving a forklift in a warehouse environment.</li> </ul>
Knowledge, Skills & Competencies	<ul style="list-style-type: none"> <li>🔍 Knowledge of relevant laws, regulations and safety procedures</li> <li>🔍 Good organisational skills and the ability to manage last minute changes</li> <li>🔍 Ability and willingness to undertake further training and development</li> <li>🔍 Ability to represent the Junction Multibank when engaging with partner organisations from the public, private and voluntary sectors</li> <li>🔍 Ability to apply logic to problem solving</li> <li>🔍 Good interpersonal skills, with the ability to develop positive relationships with fellow workers and referral partners</li> <li>🔍 Ability to follow all H&amp;S procedures, including daily vehicle checks</li> <li>🔍 Lifting and carrying goods while loading, unloading, sifting and sorting</li> </ul>	
Work Related Circumstance	<ul style="list-style-type: none"> <li>🔍 Willingness to work flexible hours, including some evenings and weekends.</li> <li>🔍 Demonstrate an understanding of professional boundaries and appropriate relationships with people and other professionals</li> <li>🔍 Commitment to The Junctions core values</li> </ul>	
Equal Opportunities & Diversity	<ul style="list-style-type: none"> <li>🔍 Commitment to pursue Equal Opportunities and Non-Discriminatory practice</li> </ul>	



