

Job Description : Van Driver & Warehouse Worker

The Van Driver & Warehouse Worker reports to the Hawick Shop Manager.

Contract: Permanent

Salary: £24,479 per annum (Pro Rata - linked to Living Wage Foundation).

Job Overview:

Reporting to the Hawick Shop Manager, the Van Driver / Warehouse Worker enables the safe and timely collection and delivery of goods donated to, and sold by, Home Basics. The Van Drivers are effectively ambassadors for and the 'face' of the charity, so a courteous, respectful manner is expected at all times. They will also assist with the support of warehouse staff in the storage, movement and management of the furniture stock.

The post requires some flexibility in times as the van schedules can vary from day-to-day.

This is a physically demanding job and drivers should have a good level of fitness.

In addition, drivers are sometimes required to supervise volunteers who are assisting on the van, ensuring that they operate within Health & Safety guidelines and that their behaviour reflects the standards and values expected of all Home Basics personnel.

Responsibilities and Duties:

- Checking the schedule to plan the most efficient route for the day's work.
- Checking on vehicle condition and reporting any faults.
- Entering customers' homes with minimal upheaval and avoiding any damage to purchased goods or private property.
- Assessing the quality of furniture prior to uplifting to ensure that it is reusable.
- Assisting in the movement of furniture within the depots.
- Obtaining signed paperwork and passing this to depot staff in good order.
- Loading and securing goods on and off the van.
- Maintaining the van to a high standard of cleanliness and tidiness.
- Assisting with the reliable provision of van cover by communicating with volunteers, staff, and other drivers.
- Providing guidance and support to van volunteers.
- Participation in planned training opportunities as requested.
- Participating with all staff and volunteers in enabling Home Basics to provide an efficient and effective service to our customers.
- Supporting and working towards the agreed aims and objectives of the charity.
- Ensuring that all deliveries and collections are achieved as planned and on time.
- Ensuring the safety and security of the van and all its accessories.
- Ensuring the health and safety of self and others.
- Safe handling of furniture to avoid damage and injuries.
- Ensuring the safety of van volunteers.

Key Terms and Conditions:

Contract: Permanent

Hours: 28 hours per week (Tuesday to Friday)

Rate: £24,479 per annum (Pro Rata - linked to Living Wage Foundation).

Closing Date: 8th February 2026

Start Date: ASAP

Additional Requirements

- Two references must be provided.
- For insurance purposes, all drivers must be over 25 years of age.
- Drivers may need to undertake PVG checks if they are working with protected adults.

Person Specification

EDUCATION

- Good Maths and English

SKILLS

ESSENTIAL

We require all our drivers to:

- Maintain a positive attitude to their work.
- Have a strong problem-solving approach.
- Be punctual.
- Have excellent driving skills holding a full, current UK drivers' licence with less than 3 points.
- Be reliable and trustworthy.
- Be polite and courteous with customers, staff, and volunteers.
- Being able to work under pressure.
- Have a clean, smart appearance.
- Be aware of Health and Safety procedures for lifting and handling furniture.
- Be able to meet deadlines.
- Have good communication skills.
- Have a good sense of humour.

DESIRABLE

- A good knowledge of local routes and geography.
- Good IT abilities.

EXPERIENCE

ESSENTIAL

- Driving vans -3.5T

DESIRABLE

- Van loading and securing loads.
- Working in a customer-service environment.