

We Are Recruiting to our Collections Team

Brighton & Hove Wood Recycling Project The Wood Store, Brighton

The Wood Store is a charity social enterprise set up to save resources and to create jobs and volunteering opportunities for local people – especially for those experiencing disadvantage and those marginalised from the labour market. Part of an award-winning nationwide network of enterprises, we are financially self-supporting. Our activities involve collecting and reusing waste timber from the building industry. We retail reclaimed timber materials, and manufacture commercial and retail products in our workshop. Our workshop depends on volunteers, who receive structured training, and gain confidence and experience in a caring working environment. We also offer funded and paid for training sessions in the use of power tools application of finishes and furniture restoration.

May 2024

Job title: Driver / Loader

Location: Brighton

Hours: 2 days per week initially, rising to 3 or 4 possibly days max;
9am – 5.30pm; 8 hours per day

Pay: £11.44 ph

Report to: Collections Manager (and CEO)

Brief description: The Brighton & Hove Wood Recycling Project (aka The Wood Store) requires a Driver/Loader to collect waste timber from various sites across Brighton, Hove and Sussex. This is a very physically demanding job. It involves a lot of manual handling. Demonstrated experience in manual handling is required. Full training will be given.

The role is based at our Brighton premises in Edward Street.

A Full clean driving licence is essential. CSCS card would be an advantage.

This role is part-time initially 16 hours per week across 2 to 3 days with scope for more hours (up to 32 per week) £11.44 ph

Main Duties & Responsibilities:

- Communicating with the Collections Manager regarding the planning and assignment of your daily tasks.
- Evaluating and decision-making on the amount of time and resources required for completing and maximising the efficiency of daily tasks; e.g. route-planning, tools & equipment, staff assistance required.
- Ensuring that all collections and delivery bookings assigned to you are noted, organised and carried out on time.
- Communicating with the Collections Manager regarding tools & equipment; support staff/volunteer requirements to assist you in your daily tasks.
- To organise, manage, supervise and support the needs of volunteers assigned to you.
- Ensuring that the volunteers you are responsible for meet the B&HWRP Project Code and H&S requirements.
- Monitoring and recording all data regarding collections and deliveries using the correct forms and documents.
- Reporting each day's activities to the Collections Manager at the end of each day.
- Responsibility for carrying out the required daily vehicle checks at the beginning of each day.

- Responsibility for meeting all Health & Safety requirements according to B&HWRP agreed procedures.
- Responsibility for the safe-keeping and security of company vehicles, tools and property at all times.
- To carry out the duties of the post in such a manner as to safeguard and enhance the profile of B&HWRP whilst adhering to the principle of high levels of customer care.
- To participate in the general requirements and administration of the Project and to perform any reasonable activities as instructed by the management team.

This job description is an outline of the key tasks and duties of the job and is not intended to be an exhaustive list. The duties may change to reflect the changing needs of the project.

How to apply:

Please send your CV and letter of application to:

Pete West

Chief Executive Officer

pete@woodrecycling.org.uk