



## Vacancy: Delivery/ Collection Van Driver

### About the Children's Book Project

The Children's Book Project operates like a 'Book Bank' for children. We take donations of gently used or new books and gift them to children with no or very few books of their own.

Are you an active and engaging person looking for a flexible van driving role that gets you out and about meeting people and being part of a growing charity with a powerful mandate? Then we would love to welcome you to the Children's Book Project team to help us with the incredibly important role of collecting and delivering books to and from our Book HQ in W10.

### Main purpose of the role

Using our Children's Book Project van, we need a driver to help collect donated books from donor schools/ publishers etc and also deliver boxed up books from our Book HQ in SW10 to successful applicant schools and other sites across London. There will also be an occasional need to travel outside of London.

All collections/ deliveries occur during weekdays, term time only ideally on Wednesdays and Thursdays.

### Key responsibilities

- Loading van with sorted and boxed books and delivering to schools.  
Help will be provided to load the van at W10, but you will be responsible for unloading and for delivering books to each site since schools commonly have little resources available to assist.
- Your route may also include collections of donated books from schools who have kindly run book drives for us, and/ or for example publishers. At each site you will be responsible for the loading of the van. Our volunteers will help with the offloading at W10.
- Liaise with a contact at Book HQ with regards to any issues with deliveries/ collections and confirm all required deliveries/ collections are complete as per trip sheet.

This is not necessarily an exhaustive list of responsibilities but is intended to reflect a range of required duties. The role may be changed in light of organisational requirements, and in consultation with the driver.

### As a member of our team, you will be expected to

1. Work within the Charity's aims and objectives, upholding its vision.
2. Act as an ambassador for the Charity and always maintain the highest professional standards.
3. Demonstrate respect for others and value diversity.
4. Act responsibly with regards to the health and safety of yourself and others.
5. Keep others informed of issues of importance and relevance.
6. Demonstrate a flexible approach to your work.
7. Abide by and take responsibility for the obtaining, storage, processing and sharing of any personal data within the meaning of the General Data Protection Regulations 2018 and as defined in the relevant Life



policies for all aspects of service delivery and working practice, paying particular attention to the protection of personal information in any form and by whatever means it is accessed by you.

## Role minimum requirements

1. As this role will require a reasonable level of exertion, you would need to be physically fit and active due to the need for safely lifting and carrying boxes in and out of the van.
2. You should be able and happy to drive a Mercedes Sprinter van and navigate confidently.
3. Have a full clean driving licence and have been driving for over a year.
4. Be 25 years or older.
5. Be able to commit to a regular weekly shift (two days per week during term-time)
6. Be able to start at 7:30am each morning.
7. Be prompt and on time for all pick-ups and drop offs (within reason).
8. Have a responsible attitude.
9. Enjoy meeting people and good people skills, be courteous and friendly. Work well as part of a team.
10. Problem solver - think on your feet and react to any changes/issues that occur throughout the day.
11. Ideally be local to W10.

## Hours

2 days per week 7:30am to approximately 4:00pm  
Term time only

## Pay Rate

£13.15 / hour, to be invoiced & paid weekly. (We pay the London Living Wage for all staff including contractors).

## What's in it for you?

1. Meet new people and be part of a dynamic grass roots charity with growing reach and big dreams.
2. A great opportunity to use your existing skills for a great cause.
3. To be part of a team that is giving children with little or no access to books the gift of reading, and the experience and joy of owning a book of their own.

## Next steps

1. Should you be interested in this role, please send a covering letter and your CV to: [tracy@childrensbookproject.co.uk](mailto:tracy@childrensbookproject.co.uk) before 15<sup>th</sup> March 2024.
2. Candidates progressing to the next round will be required to attend an induction session at our Book HQ in W10. This is an opportunity for us to show you around, tell you a little more about ourselves and the role of driver/ collector, chat through some of the logistics and safety aspects of this role and to check your ID and driver's licence etc. We look forward to hearing from you!