

## Job Description

<b>TITLE:</b> VAN DRIVER	<b>DATE PREPARED:</b> 10/08/18
<b>SALARY:</b> £17,053 PER ANNUM PRO-RATA (£8.75/HOUR) <b>LENGTH OF CONTRACT:</b> PERMANENT	<b>LOCATION/ DEPARTMENT:</b> EDINBURGH
<b>HOURS WORKED:</b> PART-TIME (MIN 21 HOURS OR FULL TIME (UP TO 37.5 HRS/WEEK)	<b>REPORTS TO:</b> TEAM COORDINATOR / PROJECTS COORDINATOR
<p><b>Job Purpose:</b></p> <p>The primary responsibility is to ensure that TfE (Transport for Edinburgh) Cycle Hire Scheme is running smoothly. You will also be asked to help keep the workshop running smoothly at all times and to assist with the delivery of other Bike for Good services and charitable activities.</p>	
<p><b>Principal Accountabilities:</b></p> <ul style="list-style-type: none"> <li>● Move bikes between hire stations and the workshop by van and maintain an even distribution of bikes across all stations, ensuring that each station is well stocked as required</li> <li>● Undertake optical and functional checks of hire stations and bikes</li> <li>● Ensure that all customers receive an excellent level of customer service.</li> <li>● Look after company assets: vehicles, tools and other equipment.</li> <li>● Ensure that Health and Safety regulations are adhered to at all times</li> </ul> <p>The above list is illustrative, not exhaustive. There may be a requirement to undertake additional duties, especially help with setting up Edinburgh workshop.</p>	
<p><b>Person Specification:</b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>● Excellent team worker and ability to form good interpersonal relationships</li> <li>● Full Clean Driving License</li> <li>● Flexible, self-starter with good organisation and communication skills -</li> <li>● Excellent time keeping and task management skills. High level of organisation</li> <li>● Keyboard and numeric literacy are essential: ability to write short reports and read budgets</li> </ul> <p><b>Desirable</b></p>	

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- Experience driving vans and other commercial vehicles
- Experience of working in a customer service environment.
- Comfortable with smartphones, apps, etc
- Keen interest in cycling and bikes

### Special Features

- Working evening and weekend required