

Role title	Van Drivers Assistant
Purpose of the role	This role is important in ensuring that donated items are collected across the local area and distributed to the Store Support Centre, stores, and our Welfare Centre.
What you will be doing	• Accompanying the NOAH van driver to various locations in Bedfordshire and Hertfordshire to collect donated items • Assisting with distributing stock to the NOAH charity stores, and moving items between NOAH sites • Assisting with collecting donated food from local supermarkets to take to our Welfare Centre • Accompanying the van driver on runs to warehouses and other locations to collect large donations to be taken to the Stores or Welfare Centre
Skills, experience and qualities needed	You will have good communication skills, and a friendly and calm manner. You will be physically able to manage lifting and moving, and any of the following would also be great to have: • Experience of working in a warehouse or delivery environment • Good level of reading and writing English
When and where	Our stores are in High Town, and Lewsey Farm in Luton and also Hitchin and Letchworth. The Welfare Centre is at Park Street, Luton. Volunteers can agree mutually convenient dates and times with staff. There is no obligation to provide a minimum number of times.
Support offered	Volunteers will be provided with supervision, guidance, training and wellbeing support. Reasonable out-of-pocket expenses may be reimbursed in accordance with organisational policy.
What you could get out of it	• Experience of working with a charity • Experience of working in a commercial delivery team • Meeting new people • The satisfaction of knowing you have helped support someone that is either homeless or at risk of being homeless
Other relevant information	• This role will require mild physical effort. • Safeguarding and DBS Where legally eligible, this role may require a DBS check. Volunteers must follow safeguarding policies and procedures. • Data Protection and Confidentiality Volunteers must comply with UK GDPR and organisational confidentiality requirements. • Health and Safety Volunteers must follow health and safety procedures and take reasonable care for their own safety and others. This also includes manual handling.



Volunteer Role Profile

	• Volunteer Status This volunteering role is undertaken on a voluntary basis and does not create an employment or worker relationship.
What to do if you're interested	Fill out a volunteer application form on our website or email volunteers@noahenterprise.org and we will send you a form

Roles may be flexible – please contact us if you have any questions