

Volunteer Role Profile



Volunteer Role

Van Coordinator

Volunteer Manager

Volunteering Coordinator

Where you will be based

Other

Why we want you

Without our vans we wouldn't have any tools. The Van Coordinator is an essential role, as it ensures that donated tools make their way to a Refurbishment Centre to be refurbished, packed, and sent off to create livelihoods and empower lives.

Each of the 5 regional TWAM vans has a volunteer Van Coordinator, who ensures that the van stays roadworthy and either directly organises schedules and rotas for their drivers or works with a Van Administrator or oversee the smooth running of the van collections.

What you will be doing

- Arranging and scheduling collections, making sure all parties are informed.
- Liaising with the team of drivers to ensure all driving slots on the schedule are covered.
- Providing drivers with van schedule and checklist by email in advance of their slot.
- Storing driving records and checklists to be forwarded to TWAM's Volunteering Coordinator for storage.
- Arranging or carrying out driver assessments for any new drivers.
- Arranging for necessary repairs, MOT and servicing to be carried out on the van and forwarding invoices to Head Office for payment.

The skills you need

- Good organisational skills for planning weekly schedules and familiarity with using spreadsheets.
- Confident and safe driving and comfortable with driving a medium-sized panel van.
- Ideally happy to take our new drivers for a Van Assessment.
- Able to negotiate in relation to timescales when coordinating collection from both our collector network and members of the public.

What's in it for you

- TWAM fleece and polo shirt.
- Support from TWAM Head Office.



- Invitations to TWAM Volunteer Events.

Disclaimer

Volunteering with TWAM can be ended at any time if deemed appropriate.
Volunteer role offers will be subject to the receipt of 2 Satisfactory references