



## POSITION DESCRIPTION

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| <b>Job Title:</b>            | Collections Driver   |
| <b>Classification:</b>       | Road, Transport and Distribution Award<br>Transport Worker Grade 2 |
| <b>Business Unit:</b>        | Red Nose Clothing Collections NSW                                  |
| <b>Reports To:</b>           | State Managers - SA & VIC  |
| <b>Direct Reports:</b>       | None   |
| <b>Location</b>              | Savers Warehouse, Regents Park, NSW                                |
| <b>Hours</b>                 | 38 hours per week (1.0 FTE)<br>7.30am – 3.36pm, Mon-Fri            |
| <b>Date created/updated:</b> | 12 June 2024   |

### About Red Nose

Red Nose is Australia’s leading authority on safe sleeping and safe pregnancy advice and has been a key provider of bereavement support following pregnancy, infant and child loss for over 40 years. We work hard to ensure parents whose baby or infant dies suddenly or unexpectedly are able to access appropriate bereavement support and care; regardless of where they are based in Australia.

The Red Nose Clothing Collection and Recycling Program (RNCC) is a social enterprise run by Red Nose. We collect donations of pre-loved clothes and household goods and recycle them through our retail shops in partnership with Savers. Every dollar we make is invested back into our programs to support families and save little lives.

RNCC currently operates in VIC and SA and are currently expanding into NSW. This role will be the first NSW RNCC employee.

### Position Purpose

This is an integral role for RNCC in supporting the successful expansion of RNCC into NSW. The role is responsible for attending to collections of donations from resident’s homes as well as from corporate donors across Sydney, ensuring that stock is collected, delivered, unloaded, weighed, and recorded correctly. Working alongside State managers in SA and VIC to help establish RNCC in NSW, the role also assists in trialling new processes for NSW collections including the use of new route planning maps, reporting feedback regarding the collections, assisting with zone management and the role will keep receipts for all costs (fuel/sundries). As the face of our RNCC business in NSW, building excellent relationships is vital.

### Key Internal Relationships

- Clothing and Collections Team nationwide
- Savers Team NSW
- Additional drivers, staff, volunteers and any other participants in NSW as the team grows

### Key External Relationships

- General Public
- Business Collaborative Teams
- Other Regular Donors



| <b>Key Tasks</b> |   |
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|                  | <ul style="list-style-type: none"><li>• Collect donated clothing and goods from the general public, and businesses across the Sydney region in a timely and professional manner</li><li>• Provide daily/weekly data entry and reporting, including stock weight, mileage, fuel costs, tolls and other information needed for planning purposes</li><li>• Maintain cleanliness of vehicles and ensure vehicle and equipment maintenance requirements are met</li><li>• Attend weekly and/or monthly nationwide clothing team meetings to report findings and contribute positively to growth and continuous improvement discussions</li><li>• Maintain a safe working environment, adhere to all health and safety procedures at all times</li><li>• Other tasks as reasonably requested</li></ul> |

| <b>Experience &amp; Qualifications</b> |   |
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| <b>Essential</b>                       | <ul style="list-style-type: none"><li>• Stable job history with experience in a similar role with similar demands</li><li>• First Aid certification</li><li>• Experienced driver with a clean current driver's licence</li></ul>  |
| <b>Desirable</b>                       | <ul style="list-style-type: none"><li>• Desire and capability for development into a supervisory position</li><li>• Prior team management in a warehouse/driving role environment</li><li>• Experience operating heavy lifting warehouse equipment and tools; for example, walkie stackers &amp; pallet jack</li><li>• Knowledge of WHS policies.</li></ul> |

| <b>Skills &amp; Technical Expertise</b> |  |
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| <b>Essential</b>                        | <ul style="list-style-type: none"><li>• Physically fit - able to drive a truck for up to 5 hours at a time and safely lift up to 15kg</li><li>• Intermediate capability using Microsoft office products (Word, Outlook, Excel)</li><li>• Strong spoken and written English skills to communicate effectively with donors, Savers, and RNCC teams nationally</li><li>• Reliable, with the ability to work effectively unsupervised as well as work well within a team</li><li>• Excellent time management and organisational skills</li><li>• Strong interpersonal and customer service skills</li><li>• Ability to work calmly and effectively under pressure, and handle difficult situations with grace and tact</li></ul> |

| <b>Personal Attributes</b>     |  |
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| <b>Essential for this role</b> | <ul style="list-style-type: none"><li>• Behaviour strongly aligned to the values of Red Nose</li><li>• Proactive problem solver with an entrepreneurial mindset and a genuine desire to help establish a thriving team and clothing collection operation in NSW</li><li>• A friendly, respectful and helpful personality</li><li>• High level of personal accountability and self-drive, with a positive 'can do' attitude</li><li>• Empathy, kindness, compassion, integrity, diplomacy and tact.</li></ul> |



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| <b>Alignment with Red Nose Values</b> | <ul style="list-style-type: none"> <li>• Welcoming – creating spaces of comfort, collaboration and belonging</li> <li>• Courageous – comfortable with the uncomfortable. willing to have a go, identify mistakes and learn from them</li> <li>• Accountable – demonstrating integrity in everything you do</li> <li>• Respectful – valuing the contributions of all</li> <li>• Everyone together – working with passion for our cause</li> </ul> |
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| <b>Quality, Safety and Improvement</b> |  |
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|  | <p>Red Nose Employees have a responsibility and accountability to contribute to the organisation’s commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> <li>• Acting in accordance and complying with all relevant Safety and Quality policies and procedures</li> <li>• Identifying risks, reporting and being actively involved in risk mitigation strategies</li> <li>• Participating in and actively contributing to quality improvement programs</li> <li>• Complying with all relevant competency standards</li> </ul> |

| <b>Checks – employment subject to:</b>  |
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| <ul style="list-style-type: none"> <li>• Police Record Check</li> <li>• Current Australian Licence</li> <li>• Working with Children Check</li> <li>• Full Australian work rights</li> </ul> |

| <b>Authorisation</b>   |
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| <p>Position authorised by: State Manager SA</p> <p>Employee signature: _____</p> <p>Date: ____/____/____</p> |