

**DELIVERY DRIVER  
CANDIDATE INFORMATION**

**Contents:**

- Job Description
- Benefits Information
- How to apply





## JOB DESCRIPTION

<p>Summary TWS</p>	<p>The Wine Society is the world's oldest member-owned community of wine lovers, with more than 170,000 Members and an award-winning range of some 1,400 wines. Since 1874 we've been doing business differently, putting our Members before profit to ensure fairer bottle prices for both the people that enjoy them, and for those who make them. Because we don't need to keep external shareholders happy, we're able to put profits back into lower prices and services, so our Members get exceptional quality in every bottle they buy.</p>
<p>Job Title</p>	<p>Delivery Driver</p>
<p>Reporting to</p>	<p>Distribution Team Leader</p>
<p>Environment</p>	<p>Working from our distribution centre in Stevenage there are a team of 15 drivers delivering wine orders to our Members in London and the Home Counties.</p> <p>You will also be part of a nationwide network of experienced delivery drivers.</p> <p>This is a permanent full-time role and the working day will consist of 11 hours of which our drivers will be driving and delivering for up to 10 of those hours.</p> <p>Start times will be between 07:00am &amp; 08:00am</p> <p>Working days will be any 5 days out of 6 days – Monday to Saturday</p> <ul style="list-style-type: none"> <li>• Work alone</li> <li>• Drive Company vehicle</li> <li>• Saturday working on a pre agreed rota system</li> </ul>
<p>For Recruitment Purposes only enter salary and benefits</p>	<p>Benefits include:</p> <ul style="list-style-type: none"> <li>• Private Medical Insurance Scheme</li> <li>• Staff Discount</li> <li>• Staff Interest Free Loan Scheme</li> <li>• Life Assurance</li> <li>• Permanent Health Insurance</li> <li>• Sports &amp; Social Club</li> </ul>
<p>Job purpose</p>	<p>To deliver cases of wine and goods safely and efficiently to designated locations within a set timeframe and with high standards of care to Members</p>
<p>Accountability</p>	<p>Deliver orders on time, accurately and on schedule</p> <p>Drive the company vehicle safely and efficiently</p>

Principal duties and responsibilities	<ul style="list-style-type: none"> <li>• Following the best practices for safety, both on the road and while loading or unloading the van</li> <li>• Communicating with the distribution office, other drivers and team members to make deliveries &amp; raise issues</li> <li>• Meeting delivery deadlines and following instructions</li> <li>• Keeping the van clean and tidy</li> <li>• Loading and unloading cases of wine</li> <li>• Use Electronic Proof of Delivery System to obtain Member signatures</li> <li>• Completing the daily vehicle checks via app</li> <li>• Reporting any vehicle defects via the app</li> </ul>	
Skills and Competencies Required	<ul style="list-style-type: none"> <li>• Able to work on own initiative</li> <li>• Good geographical knowledge of delivery area</li> <li>• Able to manage own time so deliveries are made on schedule</li> <li>• Basic I.T skills to use Email, Vehicle check app, Epod system</li> </ul>	
Personal qualities required	<ul style="list-style-type: none"> <li>• Good communicator</li> <li>• Flexible approach</li> <li>• Well-presented</li> </ul>	
<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Educational attainment	UK Driving Licence Cat B	
Knowledge required	<p>Understands how to handle materials safely</p> <p>Geographical Knowledge</p>	
Experience required	<p>Familiarity with using navigation systems</p> <p>Excellent vision and hand-eye coordination to stay safe while driving</p> <p>Loading and unloading heavy goods</p>	Multi Drop Experience

Author Name	John Dawkin	Date Created	July 2022
Author Signature			

## **EMPLOYEE BENEFITS**

At The Wine Society we are proud of our benefits package; here are some of the benefits you could enjoy as an employee:

### **Holiday**

Holiday entitlement varies according to length of continuous service starting at 23 days and rising to 30 days per annum. You are also entitled to paid leave for Bank and Public Holidays.

### **Holiday Purchase Scheme (perm roles only)**

Employees may purchase up to two additional weeks of annual leave each year.

### **Pension Plan**

We operate a Pension Plan to which both the employee and The Society contribute. These contributions are invested by external investment managers to create a fund for retirement.

### **Life Assurance**

Life assurance is effective from the start of employment at the rate of four times salary.

### **Private Medical Insurance Scheme (perm roles only)**

All our employees are offered the protection of a private health insurance scheme currently operated by BUPA. It is 'free' to employees (although it is a taxable benefit) and you are able to include your partner and/or children at a discounted rate.

### **Permanent Health Insurance (perm roles only)**

This scheme is designed to provide the security of a continuing income if sickness or injury results in long-term absence.

### **Employee Assistance Programme (EAP)**

AVIVA gives all employees access to a 24-hour personal helpline service.

### **Staff Discount**

Employees are eligible to enjoy staff discount immediately upon joining (if a member and have a contract that is 6 months or longer

### **Simply Health (formerly HSA)**

Employees may contribute weekly or monthly to buy health benefits (e.g. optical, dental and maternity treatment).

### **Company Sick Pay**

A comprehensive scheme; entitlements are linked to length of service.

### **Staff Interest Free Loan Scheme (perm roles only)**

The loan scheme is intended to allow staff to borrow money for expenditure that would not be classified as part of a regular household budget. Subject to service eligibility.

### **Sports & Social Club**

The Social Club is run on a voluntary basis by employees for employees.

### **Car Parking**

Limited free on-site parking in Stevenage.

### **Staff Restaurant**

Subsidised hot and cold food.

**Health**

Regular health checks and annual flu vaccinations are available to all employees.

Further details on all of the above benefits can be obtained from Human Resources upon joining The Society.

**How to Apply**

Please submit a comprehensive CV, detailing your most significant achievements, together with a covering letter that addresses the criteria in the candidate profile. You should also include details of your current salary package and notice period.

As part of any recruitment process, the Wine Society collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. For full details, please see our Job applicant privacy notice that can be found on our website on the page entitled "Jobs at The Society". If you would prefer to receive the document in an alternative format, please contact the Human Resources team who will arrange this for you.

Applications should be emailed to Tulin Arica at [recruitment@thewinesociety.com](mailto:recruitment@thewinesociety.com)

**Closing date for applications is 12 noon on Monday 5<sup>th</sup> December 2022**

Please do let us know in your application if there are any dates you will be unavailable for interview.