



Job description

Job title:	Fleet Coordinator
Salary:	£23-25,000 per annum
Contract type:	Permanent
Terms:	25 days Holiday (exc. Bank Holidays), 5% pension contribution
Hours:	37.5 hours per week (operating hours between 7.30am - 5pm depending on shift pattern, opportunity for evening or weekend work)
Location:	Bristol with occasional travel in the south west region

Do you care about doing something worthwhile with your working day? Are you passionate about supporting people at work and beyond? At FareShare South West, you can make a real difference to the one million people in the south west who are going hungry.

We are the region's largest food charity. We join the dots between food waste and hunger, transforming an environmental problem into social good.

Working mainly from Bristol, the Fleet Coordinator is fundamental to our operations. The right person will combine a love of vehicles, logistics and a passion for reducing food waste. In return, you will be part of an inclusive and friendly team in a small but fast-growing charity doing impactful and rewarding work.

FareShare South West (FSSW) is part of the national FareShare UK (FSUK) network of surplus food redistribution charities. We fight food poverty by tackling food waste. We source quality surplus food - from food retailers, manufacturers, and suppliers - engaging volunteers to redistribute to local charities and community groups that provide meals to vulnerable people (individuals who are homeless, unemployed, socially isolated, recovering from addictions, etc.). Our food is a vital lifeline for children and families, people on low incomes, people who have lost their jobs, the homeless, refugees, domestic abuse survivors, the elderly, and keyworkers.

Purpose of the role:

Our Fleet Coordinator will work with our warehouse teams and the wider FSSW team to keep the wheels turning so we can deliver much needed food to frontline organisations. They will operate across the West of England, Devon and Cornwall to support the smooth running and upkeep of our fleet of vehicles and ensure minimal disruption on our operations. This role involves coordinating the servicing, maintenance, and repairs of vehicles, administrative duties and delivering change projects to ensure the continuous improvement of our fleet management. Our small fleet currently includes 13 vans, one car, one 7.5t truck, 4 forklift trucks and multiple pump trucks, distributed between Bristol, Exeter and Plymouth. This role will be working with and alongside a diverse group of volunteers, in particular working with volunteer driving crews to provide training and support.

Duties & Responsibilities:

Fleet Coordination

- Vehicle Servicing, Maintenance and Repairs
 - Liaise with external and internal contractors to arrange breakdown support, MOTs, services and repairs.
 - Develop relationships with contractors to build a list of trusted companies.

- Triage and identify vehicle issues, then work with external contractors to resolve them.
- Coordinate and undertake vehicle movements between sites and garages.
- Carry out analysis of the fleet and its equipment including weekly vehicles checks and performing basic maintenance duties e.g. tyre pressures and topping up of vehicle fluids.
- Be the point of contact for external service providers such as leasing companies, insurers, fuel card companies and breakdown cover providers.
- Administrative duties
 - Manage our vehicle accessories and consumables.
 - Keep accurate records relating to the fleet and our drivers (repair log, vehicle checks, driving licence checks and incident forms)
 - Download of tachograph data for analysis
 - Manage CAZ payments.
 - Administer insurance policy changes and claims involving our fleet and/or third parties.
- Gather and report on appropriate metrics to monitor the health of the fleet.
- Propose and deliver continuous improvement projects for the fleet.
- Register and onboard new drivers by delivering volunteer and staff driving assessments and agency driver inductions.
- Support and develop the volunteer driving crews.
- Model and promote best practice in all van duties.
- Work with the volunteer recruitment team to identify driver shortfalls and support recruitment of drivers.
- Work with temporary staffing companies to arrange short term hire drivers when needed.

Compliance and Health & Safety

- Support the Warehouse Managers to ensure compliance with relevant food hygiene, health & safety and other standards applicable to FareShare vehicles and operations.
- Undertake relevant training in food hygiene and health & safety as required.
- Work with the Head of Compliance and wider FSSW team to ensure continuous improvement and high levels of compliance for the fleet of vans.

General

- Respond to/answer any enquiries/communications via phone, email, in person or via inhouse IT/systems.
- Support and enable volunteers.
- Be willing to receive and engage positively with any visitors to the warehouse.
- Carry out any other duties that may reasonably be required in support of the main purpose of the role, including liaising with the wider FSSW team.
- Uphold high quality customer care and standards of conduct when dealing with all stakeholders and the general public.

Person Specification

Essential knowledge, skills and experience

- Experience of working in an administrative role.
- Ability to develop, initiate and maintain systems and procedures.
- Interest in and understanding of vehicle maintenance and repair.
- Excellent communication and interpersonal skills.
- Problem solver and competent decision maker.
- Full clean UK driving licence.
- Experience of delivering training.
- IT competent and able to use various IT platforms/systems.
- A clear commitment to the ethos of FareShare South West, our vision and mission.

Desirable knowledge, skills & experience:

- Voluntary sector experience.
- Experience of working in logistics.
- Experience of working with people who require support.
- Experience of working within a food operation.