



## Job description

<b>Job title:</b>	Fleet Coordinator
<b>Salary:</b>	£24-26,000 per annum
<b>Contract type:</b>	Permanent
<b>Terms:</b>	25 days Holiday (exc. Bank Holidays), 5% pension contribution
<b>Hours:</b>	37.5 hours per week (operating hours between 7.30am - 5pm depending on shift pattern, future opportunity for evening or weekend work)
<b>Location:</b>	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.

FareShare South West joins the dots between food waste and hunger, empowering communities to turn an environmental problem into lasting social good. We rescue tonnes of quality surplus food from the industry and share it with charities and schools to bring health, dignity and routes out of poverty for people across the south west. Our supportive volunteering and employability programmes offer local people the opportunity to thrive.

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'll be part of an inclusive, friendly team in a small but fast-growing charity that helps fight the injustice of who gets to afford a healthy diet.

FareShare South West is an independent local charity, working in partnership with FareShare UK. By being part of the national FareShare network, we can help rescue more food. By being small and independent, we can remain close to our local partners and people, and continuously adapt to meet the needs of local communities. The member charities we share food with transform lives, using food to connect people with other support and routes out of poverty, including children and families, people on low incomes, homeless people, refugees, domestic abuse survivors, people in recovery, older people and many others.

### **Why work for FareShare South West**

- Real Living Wage employer
- Benchmarked pay scales
- Employee Assistance Programme - free advice and counselling
- Annual budget for personal development training for every staff member
- Staff wellbeing group
- Inclusive, welcoming culture
- Rewarding roles with genuine positive impact on local people through food, volunteering and employability skills

We actively encourage applications from people of all lived experiences, including but not limited to: people from the global majority, LGBTQIA+ people, disabled people, a working-class background, not from a University-attending family. We value the positive impact that wide representation has on FareShare South West.

We want to work with you to make sure that the recruitment process is accessible for you. Please contact [recruitment@faresharesouthwest.org.uk](mailto:recruitment@faresharesouthwest.org.uk) or call 0117 954 2220 to let us know how we can support your access needs.

### **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 recurring payments like CAZ, Tamar tag etc.
  - 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.