



Fleet Manager

Reporting to: Head of Operations

Salary: £29,500 per annum pro rata

Hours: 30-37.5 hours per week

Terms: Permanent, 25 days holiday pa (pro rata, exc. Bank Holidays), 5% pension contribution

Location: Bristol or Plymouth Hubs (with likely travel between hubs)

About FareShare South West

FareShare South West (FSSW) 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. By joining us, you will 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.

Purpose of the Role

The Fleet Manager is responsible for the safe, compliant, and efficient operation of FareShare South West's fleet, including vans, HGVs, forklifts, and manual handling equipment. This role ensures all vehicles, equipment, and drivers operate to the highest standards of safety, legal compliance, and operational effectiveness.

The Fleet Manager supports the wider operations and volunteer driving teams (including 2X HGV Drivers) through training, onboarding, and best practice-practice guidance. Working closely with Hub Managers, the Head of Operations, Food Manager and external contractors, the role drives continuous improvement across fleet operations and contributes to the smooth running of all FSSW transport activities.

Key Responsibilities

1. Fleet Operations and Maintenance

- Oversee servicing, MOTs, repairs, and maintenance for all fleet vehicles, forklifts, and manual handling equipment.
- Diagnose and triage vehicle issues, coordinating timely resolution with trusted contractors.
- Build and maintain strong relationships with garages, leasing companies, insurers, fuel card providers, and breakdown services.
- Coordinate vehicle movements between sites and garages, ensuring minimal disruption to operations, arranging replacements as necessary
- Manage fleet related-related budgets, including accessories, consumables, and recurring charges.
- Manage procurement processes (purchase or leased) related to fleet including onboarding and offboarding of fleet
- Administer insurance policy changes and support the Head of Operations to manage claims involving FSSW vehicles or third parties.
- Maintain accurate fleet records, including maintenance logs, defect reports, mileage, and compliance documentation.
- Monitor and report on fleet performance metrics and deliver continuous improvement initiatives.

2. Driver Leadership and Support

- Provide guidance and support to two HGV Drivers on HGV management and compliance, and support Head of Operations with onboarding HGV Drivers
- Develop and maintain a “train the trainer” model to ensure high quality-quality driver assessments across hubs, ensuring all staff are trained to the same level.
- Support and develop volunteer driving teams, ensuring driver onboarding and checks are consistent across hubs.
- Promote and model best practice in all driving and vehicle related-related duties.

3. Compliance and Health & Safety (H&S)

- Ensure full compliance with transport legislation, including DVSA standards, driver hours, tachograph rules, and Working Time Directive requirements.
- Oversee daily vehicle checks, defect reporting, and follow up-up actions.
- Maintain accurate records relating to fleet compliance, driver licences, incident forms, and repairs.
- Monitor fleet tracker data and escalate concerns appropriately.
- Support incident investigations, corrective actions, and continuous improvement in safety.
- Undertake relevant training in food hygiene, H&S, and compliance frameworks.
- Work closely with the Head of Operations, supported by the Health & Safety Consultant to embed a culture of continuous improvement and safe working.

4. General Duties

- Respond to enquiries via phone, email, and internal systems.
- Engage positively with hub visitors and external stakeholders.
- Support wider operational activities to ensure smooth running of FSSW services.
- Uphold high standards of professionalism and customer care.

Person Specification

Essential

- Experience in fleet operations, transport coordination, or a similar operational role.
- Strong understanding of vehicle maintenance, safety, and compliance requirements.
- Proactive, solution focused approach with the ability to make sound decisions in fast paced environments.-focused approach with the ability to make sound decisions in fast-paced environments.
- IT competent and confident in using various platforms and systems.
- Full clean UK driving licence.

Desirable

- Experience of working in the voluntary sector or with volunteers.
- Experience of managing a fleet including HGVs
- Experience of a transport management system
- Experience of working within a food operation, warehouse, or charitable setting.
- Experience of delivering training or coaching, ideally in a driving, operational or compliance-related context.
- Excellent organisational skills with the ability to maintain accurate records and systems.
- Confident communicator who works effectively with cross functional teams.