

The Big Hoose Warehouse Assistant and Delivery Driver

Job Description

Job Title	Warehouse assistant/Delivery driver – The Big Hoose project (Perth & Kinross)
Salary	£22,932 per annum (Full time equivalent)
Hours of work	35 hours per week
Location	The Big Hoose, Shore Road, Perth, PH3 8BH
Contract Type	Permanent
Responsible to	Big Hoose Co-ordinator
Responsible for	No direct reports

About PKAVS

PKAVS (Perth & Kinross Association of Voluntary Service) is a local charity supporting individuals and communities across Perth & Kinross. It provides services in areas such as carers, mental health, third sector support, and volunteering to help people overcome barriers and improve wellbeing.

The Big Hoose Project, led by PKAVS in partnership with The Cottage Family Centre and supported by over 30 retail partners including Amazon, Asda, and Co-op, addresses the needs of families and children facing financial hardship in Perth & Kinross. The initiative provides free access to essential household items such as toiletries, cleaning products, bedding, and clothing, aiming to alleviate the pressures of rising living costs. This project is part of a broader anti-poverty effort that has expanded from its origins in Fife to Dundee and Perth & Kinross, offering a lifeline to thousands of families in need.

The role

We are looking for a highly motivated, organised, people person to support the growth of this exciting new initiative across Perth & Kinross. The successful candidate should be able to build relationships and establish trust. They will need to be well organised as they may be placing orders and managing the collection/delivery of goods. They may also oversee professionals arranging to visit our warehouse to pick up the goods they've ordered. They will

need to be able to be consistent in their reporting and managing incoming and outgoing stock when required.

Roles and Responsibilities

Referral Process

- Develop and maintain a comprehensive understanding of referral criteria, local charity partners, and the overall process.
- Pack orders for collection or delivery by referrers.
- Assist with loading and unloading goods from vehicles at collection times.
- Monitor all pending orders, ensuring clear communication with the coordinator regarding order status and readiness for collection.
- Support the delivery of goods as required.

Data Reporting

- Maintain a working knowledge of Microsoft Word and Excel, and adapt to any updates or changes in reporting requirements.
- Communicate requested data efficiently via email or in person, particularly when time-sensitive.

Communication

- Serve as a point of contact for all charity partners and professionals.
- Be personable and approachable, avoiding assumptions.

Person Specification

Competency	Definition
Qualifications and experience	Previous experience in goods handling/warehouse work.
	Forklift certificate
Skills and abilities	Personable and approachable.
	Effective communication skills – regular contact with charity partners and local business.
	Driven to make a difference in the lives of families living in poverty in Perth & Kinross.
	Be able to work effectively on your own but also be a key contributor as part of a larger team supporting the delivery of this project.
	Must have a current UK driving licence.

We reserve the right to update and change this job description to support the changing needs of the organisation.

Additional Information

Employer:	The jobholder will be employed by Perth & Kinross Association of Voluntary Service Ltd. (a registered charity in Scotland SC 005561).
Location of Work:	The Big Hoose, Unit 1 Mercian buildings, Shore Road, Perth PH2 8BH, with hybrid working and regular travel across Perth & Kinross.
Probation:	This post carries a 6-month probationary period for new employees.
Induction:	A planned Induction Programme will be offered together with relevant job specific training.
Offer of Employment:	An offer of appointment will be made subject to two satisfactory references and eligibility to work in the UK.
Support and Supervision:	You will receive regular support from the project coordinator.
Holidays	<p>PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern.</p> <p>Upon appointment - 238 hours</p> <p>Equivalent to 34 days (28 days annual leave, 6 public holidays, and office closure between 23 December 2025 and 5 January 2026)</p> <p>After 2 years of continuous service - 252 hours</p> <p>Equivalent to 36 days (30 days annual leave and 6 public holidays)</p> <p>After 3 years of continuous service - 273 hours</p> <p>Equivalent to 39 days (33 days annual leave and 6 public holidays)</p>

	The annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff.
Pension Scheme:	PKAVS Ltd operates an auto enrolment pension scheme.

PKAVS values everyone as an individual

We define diversity as valuing each person's uniqueness and what makes us who we are. We are committed to creating a great place to work where everyone feels valued and able to play to their strengths in the delivery of our charitable purpose.

We promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy, maternity, race, religion, or belief.