



Role Profile

Delivery Coordinator

Reference No.	A5083	Type	Individual
Service	Communities & Neighbourhoods		
Job Family	Community and Youth Work	Grade	FC3

Purpose

To coordinate referrals for household goods from Council officers and partners, scheduling collections and dispatching volunteers to collect/deliver goods.

To maintain records associated with referrals and vehicles and support reporting on performance of the goods delivery service.

To support recruitment, training and deployment of volunteers and undertake day to day supervision.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Allocating and monitoring work, ensuring standards are maintained.

Supervising staff, providing training and guidance, following HR procedures to the appropriate level.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Team working skills

Initiative taking skills

Communication skills

Supervisory skills

Organisational skills

E	D
✓	
✓	
✓	
✓	
✓	

E = Essential Criteria D = Desirable Criteria

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Completing paperwork, maintaining electronic records and providing input to reports.</p> <p>Responsible for maintaining accurate records of all paperwork relating to the stock control and delivery functions within the service.</p>	<p>Administration skills</p> <p>Numeracy skills</p> <p>Literacy skills</p> <p>IT skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>To be responsible for delivering goods around Fife, ensuring goods are carried and left in a safe manner in accordance with the Risk Assessments.</p>	<p>Full Driving Licence</p> <p>Experience driving various vehicle types</p> <p>Good time management</p> <p>Multi drop delivery and geographical knowledge of Fife area</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Undertake visual inspection of vehicles for road worthiness and safety, completing daily, weekly checklists and reporting defects appropriately</p>	<p>Awareness Health and safety at work Manual Handling training awareness</p>		<p>✓</p>
<p>Home deliveries to vulnerable adults</p>	<p>Full PVG</p>	<p>✓</p>	
<p>Providing information on service to internal customers and external partners.</p>	<p>Ability to work to deadlines Ability to plan and organise work schedule (Embrace technology and information)</p>	<p>✓</p>	

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Where necessary referring/notifying any incident or circumstances requiring the attention or direction of 1st line manager.	Knowledge of H&S and reporting processes.		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.