

# Person Specification: Van Driver

	ESSENTIAL	DESIRABLE
<b>Physical</b>	<ul style="list-style-type: none"> <li>• Good general health</li> <li>• Must be over 24 to comply with the RSPCA fleet insurance policy</li> </ul>	
<b>Professional/Technical Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general standard of education to GCSE standard or equivalent</li> <li>• Holder of full driving license for a minimum 5 years</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent in Animal Care</li> <li>• Advanced driving course</li> <li>• Manual handling qualification</li> </ul>
<b>Experience &amp; Job Knowledge</b>	<ul style="list-style-type: none"> <li>• Animal handling &amp; restraint experience</li> <li>• Good local area knowledge</li> <li>• Previous driving experience especially of large vans</li> <li>• Van maintenance skills</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• General Maintenance skills</li> <li>• Previous home visiting experience</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to plan and prioritise work load</li> <li>• Ability to demonstrate a methodical, flexible and organised approach to work</li> <li>• Effective listening, verbal and written communication skills</li> <li>• Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A mature, friendly &amp; professional manner</li> <li>• Commitment to providing a high quality of service</li> <li>• Open minded, down to earth, proactive &amp; bright</li> <li>• Work effectively as a team player</li> <li>• Ability to remain calm under pressure</li> <li>• Good sense of humour, honest, trustworthy and reliable</li> <li>• Good time keeping, smart and tidy appearance</li> </ul>	
<b>Special Circumstances</b>	<ul style="list-style-type: none"> <li>• Sympathy for animal welfare and the work of the RSPCA</li> <li>• Willing and able to work longer than the contracted hours when the job demands</li> </ul>	