

ACE – Action in Caerau & Ely - *Gweithredu yng Nghaerau a Threlái*,  
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## Volunteer Role Description: ACE Volunteer Driver

### Project details:

Dusty Forge's Community Fridge is a volunteer-led project, which is part of the ACE Good Food Hub. They use excess food to avoid waste and feed the community with free donations of food from Greggs / Fairshare and other places.

ACE has an electric van, so don't need to have own vehicle

**Volunteer Role:** ACE Volunteer Driver

**Project Lead:** Sam Froud Powell

**Venue:** ACE - Dusty Forge

**Time:** Monday PM and, or Tuesday 4:30-5:30pm and, or Wednesday 4:30-5:30pm and, or Thursday 4:30-5:30pm, possible additional driving as and when needed, this will be communicated out via Project Lead as and when needed.

### Volunteers will gain:

- Full access to regular supervision sessions from one of the project leads
- Fuel compensation for miles undertaken while volunteering (if using your own vehicle)
- Time Credits (up to 5 per week)

### Desired Skills:

- Clean driver's licence and business insurance
- Ability to communicate sensitively with community members and staff
- Good listening skills
- Good time management and organisational skills

### Volunteer responsibilities:

- Delivery of **OR** pick up of food donations from Greggs / Fairshare and or other such places
- Ad hoc deliveries as and when required by community members: this will be communicated through Whatsapp and shared between a number of volunteers and staff members
- Maintain own vehicle, ensuring clean driving licence and insurance for business use (if using your own vehicle)
- Inform ACE before carrying out any volunteering if the above changes
- Understand and abide by ACE's policies and procedures

**Project lead responsibilities:**

- Work with volunteers to create bespoke opportunities that respond to the gifts, needs and aspirations of the volunteers
- Provide training for specific delivery aspects
- Ensure that all volunteers understand and abide by ACE's policies and procedures
- Manage and supervise volunteers
- Responsible for safeguarding and overall health and safety
- Management of referrals and creation of delivery route
- Management of communication

**I understand my responsibilities in the light of this role description:**

Volunteer Name: ..... Signed: ..... Date: .....