



HIGH LIFE HIGHLAND

JOB DESCRIPTION

JOB TITLE:	Relief Delivery Driver (Libraries)
SALARY:	£13.64 per hour
LOCATION:	Library Support Unit, Inverness
HOMEWORKING:	This post is not suitable for homeworking
RESPONSIBLE TO:	Business Support Officer – Library Support Unit
JOB PURPOSE:	Assisting with supporting, delivering and promoting library and information services to meet the evolving needs of all communities including school communities as required

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- The post involves manual duties, including:
 1. Driving a delivery vehicle up to 3.5 tons.
 2. Observing the requirements of the Health and Safety at Work Act and relevant instructions as issued;
 3. Ensuring that the vehicle is maintained in day-to-day running order by carrying out routine checks and reporting as necessary to the Fleet Operator and to senior staff any vehicle defects;
 4. Ensuring that the vehicle is cleaned and washed, inside and out, as necessary;
 5. Loading and unloading crates of books and other materials and delivering these to and unloading from frontline premises.
- Working as part of a team to deliver, support and promote library and information services to all customers and communities;
- Communicating effectively and courteously with colleagues, customers and communities;
- Participating in staff training as required;
- Undertaking any other duties as required to ensure efficient and effective Service delivery across the Library network;
- The hours of duty are on an 'as required' basis, to cover staff holidays, sickness and training;
- The post holder may be called on to cover any or all of the duties normally worked by permanent members of staff;
- Appointment to the post will be subject to a medical examination
- Pursue continuous professional development and contribute to the continuous improvement of the Library Support Unit and High Life Highland as a whole.
- Attend and undertake any training online or in person.

- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the Library team.
- Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Date: February 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.



HIGH LIFE HIGHLAND PERSON SPECIFICATION

JOB TITLE: Delivery Driver (Relief)

LOCATION: Inverness

ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

EXPERIENCE

- Experience of driving a large vehicle on narrow roads and manoeuvring in tight spaces
- Significant experience of customer care

EDUCATION AND QUALIFICATIONS

- Good general standard of education or appropriate work experience
- Must hold a clean and current driving licence

SKILLS/ATTRIBUTES GENERAL

- Ability to observe the requirements of the Health and Safety at Work Act and relevant instructions as issued.

SKILLS/ABILITIES SPECIFIC TO THE POST

- Ability to drive a delivery vehicle up to 3.5 tons safely and effectively;
- Ability to ensure that the vehicle is maintained in day-to-day running order by carrying out routine checks and cleaning and reporting as necessary to the Fleet Operator and to senior staff any vehicle defects;
- Ability to clean and wash the vehicle inside and out;
- Ability to load and unload crates of books and other materials and deliver and uplift such to front line libraries;

INTERPERSONAL AND SOCIAL SKILLS

- Ability to work as part of a team to deliver, support and promote library and information services to all customers and communities;
- Experience of communicating effectively with colleagues and customers of all ages.