

Job Description

Void Labourer / Driver

Reporting to: Void Delivery Manager
Direct reports: 0

Job Purpose

Soha Response is our in-house repairs and maintenance service. This role supports the delivery of void property works by providing practical labouring, driving and clearance support to help ensure empty homes are made safe, clean and ready for follow-on trades or handover.

The postholder will work as part of the voids and repairs team, supporting operatives and supervisors to complete works efficiently, safely and to a good standard. This will include moving materials, collecting and delivering supplies, clearing properties, assisting with basic maintenance tasks and helping keep sites, vehicles and work areas organised.

Role specific duties;

- Support void property works by carrying out general labouring duties as directed by the supervisor or lead operative.
- Assist with the clearance of void properties, gardens, sheds, loft spaces and associated external areas where required.
- Load, unload, move and dispose of materials, waste and equipment safely and appropriately.
- Drive company vehicles as required, including collecting and delivering materials, tools and equipment.
- Support trades operatives with preparation works, including removing fixtures, fittings, floor coverings, waste materials and redundant items.
- Carry out basic making-good, cleaning, tidying and preparation tasks to help properties progress through the void process.
- Ensure properties, vehicles and work areas are left safe, clean and secure at the end of each working day.
- Support the team with stock control, material handling and ensuring the right materials are available for planned works.
- Report any health and safety concerns, access issues, property damage, safeguarding concerns or additional works to the supervisor.
- Follow safe systems of work, risk assessments, manual handling guidance and all relevant health and safety procedures.
- Use mobile working systems or paperwork accurately to record job progress, materials used and any issues identified.

- Provide a polite and professional service when dealing with customers, colleagues, contractors and members of the public.
- Work flexibly across voids, repairs and other operational areas where business needs require.
- Undertake any other duties broadly consistent with the role.

What you will need to have:

- A full UK driving licence.
- Experience of working in a practical, manual or site-based role.
- Good general labouring skills and confidence using basic hand tools.
- An understanding of safe manual handling and site safety.
- Ability to follow instructions and work well as part of a team.
- Good communication skills and a professional approach when working around customers, colleagues and contractors.
- Ability to plan and organise daily tasks, including collections, deliveries and site clearance work.
- A flexible approach to changing priorities across voids and repairs.
- Basic IT or mobile device skills to update job information where required.
- Awareness of the importance of treating customers' homes respectfully, even when properties are empty.
- Willingness to complete training relevant to the role.

Successful candidates will be subject to a basic DBS check.

No role profile can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time, which are broadly consistent with those described.