



JOB DESCRIPTION

TITLE OF JOB: Driver/Centre Worker

SERVICE/PROJECT: Hop 50+ West Sussex

REFERENCE NO: HOPWS/JAN21

CLOSING DATE FOR APPLICATIONS: 27th January 2021

INTERVIEW DATE: Week commencing 1st February 2021

HOURS PER WEEK: 15

TEMPORARY/PERMANENT: Permanent

BAND 2, NJC POINTS 8-14, SALARY £19,777 per annum (pro rata), paid monthly by Automated Credit Transfer on 25th of each month

HOLIDAY ENTITLEMENT: 27 days pro rata per annum, plus 3 extra days at Christmas and the usual statutory holidays

ACCOUNTABLE TO: Older Peoples Services Manager

LINE MANAGED BY: Older Peoples Services Manager

RESPONSIBLE FOR: Providing safe and enjoyable minibus transport for older people to and from West Sussex Older Peoples services and activities. Planning and running a range minibus trips and overseeing the care and daily roadworthiness of the minibus.

For an informal chat about the job, please ring Sue Game, Older People's Services Manager on 07465 414630.

This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to an Enhanced Disclosure & Barring Service (DBS) check.

BACKGROUND AND AIMS OF PROJECT:

Impact Initiatives provide services across Sussex which support health and wellbeing and which help Sussex people live healthy and fulfilling lives. We strive to make tomorrow a better day.

Today Impact manages a range of services in Sussex for all ages, the services are all designed to help people to meet their potential and have an improved quality of life. Each of our services has a specialist manager and staff team who are supported by the Impact Central Team who provide management in finance, HR, administration, IT, facilities and project development. This is a cost effective way of the services having consistent professional support and enables them to focus on the service provision.

Our services for older people in West Sussex are part of a wider programme of centres, cafes and community based support delivered across the organisation. All our services for older people are designed to maintain and improve health and wellbeing and some also support carers.

This is a new role following a restructure of previous services in response to Covid 19 and the need for more community based, individual, and small groups activities.

Our services are extensively networked and we have strong links with other organisations around us ensuring we make best use of resources and can easily direct people to the best service or advice for them.

MAIN TASKS:

- Drive the minibus on a range of trips for local older people, picking them up from various locations, including their homes.
- To contact people by telephone ahead of trips to confirm place and time of pick up.
- To consider the needs of the customers in planning the journeys e.g. for those with limited mobility or discomfort when sitting for long periods of time.
- To be responsible for the welfare and safety of older people while they are being transported.
- To work in conjunction with volunteers who assist with transport.
- To take the minibus for regular services, MOT and other maintenance when necessary.
- To undertake daily, weekly and occasional checks and roadworthiness of the minibus and immediately report any suspected defects or accidents to the Customer Support and Information Coordinator, arranging any repairs as necessary.

- To be responsible for the safe and secure parking of the minibus, when not in use.
- To be fully responsible for the tidiness and cleanliness of the minibus and its return in good order at the end of each day.

GENERAL:

- To work within Impact Initiatives organisational policies and procedures.
- To attend regular supervision sessions and meetings as required by the Service Manager. To attend regular team and partnership meetings and monthly 'all projects' meetings. To attend Impact conferences as required. To attend training events as relevant to your service area.
- To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- To comply with and implement Impact Initiatives Equalities and Diversity policy and any specific policies and procedures designed to promote and monitor equalities.
- To comply with and implement Impact Initiatives Health and Safety Policy and Procedure relating to the specific activities on which you are employed. Generally to take reasonable care for health and safety of all those affected by this work.
- To undertake any other duties, as appropriate to the character of this work and as requested by the Service Manager, as reasonably required.

PERSON SPECIFICATION

Job Title: Driver/Centre Worker

Skills and Abilities	Essential	Desirable
Hold a full driving licence (with less than 3 points) issued before 01/01/1997, which permits the driver to drive a car or vehicle with up to 17 seats, including driver's seat or a PCV licence if you are aged between 21 and 70.	✓	
Proven ability and experience of managing own time, workload and priorities and be a strong team member	✓	
Proven ability to communicate clearly in a professional but friendly manner	✓	
Fit and able to undertake lifting and handling assistance to older people	✓	
Ability to follow written directions and instructions	✓	
Willingness to undertake minibus driving test	✓	
Knowledge/Experience		
An understanding and knowledge of services and activities for older people in West Sussex		✓
Experience of driving a minibus or similar	✓	
An understanding of ageing and the issues this can bring	✓	
An understanding of equalities and safeguarding principles and policies	✓	
Training in clamping wheelchairs in a minibus or similar vehicle		✓
Training in First Aid		✓
Recognised minibus driver training e.g. MIDAS or PCV		✓