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**JOB DESCRIPTION**

JOB TITLE: Driver – Transport Organiser

RESPONSIBLETO: The Office Manager

SALARY: £13 700 [f/t equivalent: £20 550]

FULL TIME: 24 hours per week

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PURPOSE OF THE JOB

To organise, plan and implement transport services for the Centre and other voluntary groups in the community and drive Centre vehicles.

SUMMARY OF MAIN DUTIES

1. To work with the relevant staff to ensure the transport needs of the Centre are met.
2. To organise drivers and escorts, when required.
3. To assess all drivers prior to their being registered to drive Centre vehicles.
4. To assist with the recruitment, training and support of volunteer drivers and escorts.
5. Administrative responsibility for the service and this includes journey records, monitoring of vehicle running costs, manage bookings and invoicing of clients.
6. To ensure that all the vehicles are maintained in a clean and road-worthy condition.
7. Together with the Director, assess the vehicle needs of the service and make appropriate proposals.
8. Assume duties of the site Fire officer.
9. Undertake any other duties, relevant to the work of the Centre, as required by the Director.

**PERSON SPECIFICATION**

**ESSENTIAL QUALITIES**

Hold a full clean UK driving license with D1 entitlement, as a minimum.

Previous transport experience:

* driving minibuses or similar
* administration.

Experience of working with older people and disabled people and those from different cultural backgrounds.

Commitment to Equal Opportunities practices.

IT literate.

**DESIRABLE QUALITIES**

Good communication skills.

Knowledge of the voluntary sector.

Ability to work with volunteers.

Closing date: 31/10/2018.