JOB DESCRIPTION

Job Title:	**Driver & Day Centre Assistant**
Responsible to:	Memory Care Team Leader
Location:	Perry Tree Centre, B23 5BX
Contract Type:	Permanent, Part-time
Hours:	15 hours/ week (0.4 FTE) Thursday & Friday
Salary:	£24,685 per annum pro rata per annum pro rata + benefits

Job Purpose

Age UK Birmingham is a growing, forward-thinking charity providing a wide range of services and programmes for people aged 50 and over. Supporting people living with dementia is a key priority, including through its day centre in north Birmingham, which supports people with moderate to severe dementia.
The Driver & Day Centre Assistant provides safe and timely transport for service users to and from the centre, alongside high-quality, person-centred care and support throughout their day.

Key Responsibilities

Driving and Safety:

- Operate the Day Centre 9-seater minibus safely, adhering to all road safety regulations and Age UK Birmingham policies.
- Assist clients, including those with mobility issues, to safely board and alight the vehicle and transfer to/ from their homes.
- Carry out daily vehicle safety checks (e.g., fuel, oil, tyres) and report any defects immediately.
- Maintain accurate records of mileage and journeys.



Care and Support at the Day Centre:

- Provide hands-on support to clients, whilst maintaining dignity and privacy.
- Plan and deliver a variety of meaningful and therapeutic activities (individual and group) tailored to the abilities and interests of clients living with dementia.
- Actively listen to and communicate effectively with clients, using techniques appropriate for individuals with dementia. Liaise professionally with colleagues, family members, and external professionals.
- Observe and monitor the emotional, mental, and physical well-being of clients, accurately recording and promptly reporting any changes or concerns to the Day Centre team leader.
- Overseeing and interacting with service users to ensure that their health, personal and dementia care needs are being met and being involved with care planning to ensure individual desirable outcomes are achieved.
- Ensure the Day Centre environment is safe, clean, and welcoming. Adhere strictly to health and safety, hygiene, and safeguarding policies.
- Cover other duties throughout the daycare service as commensurate with the post.

Please note:
This role is subject to an enhanced DBS check and the right to work in the UK.

PERSON SPECIFICATION

Essential	
1	Full UK Category B driving licence permitting the driving of vehicles up to 3.5 tonne (no D2 required).
2	Clean driving licence for a minimum of 2 years.
3	Proven safe driving record and clear knowledge of road safety regulations.
4	Experience in delivering care within a care setting (e.g. day centre or care home).
5	Experience in planning and leading group activities tailored to people with dementia.
6	Basic understanding of dementia and its impact on individuals.
7	Excellent interpersonal and communication skills, particularly the ability to communicate empathetically with people who have cognitive impairment.
8	Physical ability to assist clients with mobility and transferring them safely.
9	Ability to remain calm and positive when managing challenging or distressed behaviour.
10	Ability to work effectively as part of a small, supportive team.
11	Demonstrates patience, compassion, and empathy as the core approach to care.
12	Commitment to promoting equality and inclusion.
Desirable	
1	Knowledge of care plan reviews and processes.
2	Level 2 or 3 in Health and Social Care, or equivalent qualification