

Volunteer Role Description

ROLE: VOLUNTEER DRIVER

ROLE PURPOSE: Volunteer Drivers are required to transport persons accessing Age UK or NHS Services. Utilising the Age UK wheelchair accessible vehicle based at London Road LE2

- Pick up, Drop off and Return person/s accessing Age UK or NHS Services
- Assisting persons accessing Age UK Services to and from the vehicle
- Supporting people who may use a walking aids, wheelchair or Oxygen

cylinder **ACCOUNTABLE TO:** Transport and Logistics Manager

TASKS AND ACTIVITIES

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| 1. Manual Handling | To assist in the safe loading and unloading of passenger/s in and out of the vehicle

To assist in the passenger/s safety by the use of seat belts and/or passenger restraint systems for wheelchairs |
| 2. Health and Safety | To comply with safe moving and handling techniques in accordance with formal instructions of the Line Manager when working with equipment |
| 3. Training | To undergo appropriate training relevant to the role. This will be discussed on a successful application |
| 4. Working Practices | To become familiar with all Age UK Leicester Shire & Rutland policies and practices as described in the Volunteers Handbook |

The tasks and activities listed are intended as a summary and may be varied from time to time in consultation with the volunteer concerned.

The role description is intended to clarify the tasks and activities of the volunteer and is for the benefit of all concerned. It does not form the basis of a contract of employment.

SKILLS AND EXPERIENCE

Essential

1. Full UK driving licence with 6 points or less (car category required)
2. Good overall health
3. Physical ability to move and handle older people where appropriate
4. To be able to work using own initiative
5. Patience and empathy
6. Good communicator
7. Basic IT skills

Desirable

1. Experience of working with older people
2. Awareness of health and safety

Working Pattern:

The number of days and hours will be negotiated between the volunteer and their line manager.

Working Hours are between 8am - 5pm Mon - Friday

What we offer:

- The chance to be part of an exciting team who will support and develop you with ongoing training
- The opportunity to be involved with outings with persons accessing Age UK Services
- The chance to make a real contribution to Age UK Leicester Shire and Rutland's work and the local community
- Paid mileage

A volunteer is someone who provides **unpaid** support to
Age UK Leicester Shire & Rutland