**COMMUNITY360**

# JOB DESCRIPTION & PERSON SPECIFICATION

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| **Job Title** | Minibus Driver |
| **Responsible to** | Chief Executive Officer (CEO) |
| **Location** | The post holder may be required to work at any establishment at any time throughout the duration of their employment, normally within the locations of C360 or as set out under the terms of their contract. |
| **Accountability** | Assist the Lead Driver and Head of Programmes (Transport) to be fully accountable for the performance management of contractual key performance indicators and qualitative and quantitative delivery within this portfolio.  Ensure you take ownership and accountability for the areas of responsibility within your remit as detailed in this Job Description and any appendices therein. |

# Purpose of Job

To drive the Community360 Transport Scheme minibuses to fulfil the aim of the project, which is to provide accessible transport for members of the public unable to access public transport.

**Principal Responsibilities**

1. To work closely with the Transport Operations Manager to ensure the smooth running of the Transport Scheme.
2. To ensure that all services are provided in line with Community360 Diversity and Equal Opportunities policy.
3. To transport members to and from their destination using the fully accessible minibus and act in a responsible and sympathetic manner at all times.
4. To provide relevant and appropriate assistance (abiding by MiDAS (Minibus Driver Awareness Scheme) training at all times) to members whilst transferring from their homes to the minibus and to their destination safely, ensuring passengers are wearing their seat belts as appropriate.
5. To be responsible for the safe and comfortable access of the vehicle by passengers using wheelchairs through the accessible lift, or other devices which must be operated in the manner recommended by the manufacturer’s instructions. To secure all wheelchairs safely, ensure that all walking aids are secured properly and that the aisle is clear before driving off.
6. To ensure that the minibus is at all times kept in a clean, tidy and safe condition and has regular maintenance checks as defined by the Community360 Transport Coordinator Team Leader. To reconfigure seating arrangements as required.
7. To carry our vehicle safety checks, basic routine maintenance as required and complete vehicle defect sheets where appropriate. To ensure an adequate supply of fuel is maintained at all times.
8. To report to the Transport Operations Manager any accidents and vehicle damage, and possible offences under the Road Traffic Acts as well as all matters affecting the efficiency and day to day running of the transport scheme.
9. To work closely and in co-operation with the other drivers to ensure the smooth running of the Scheme and to ensure continuous cover for the minibus service.
10. To keep accurate records of all journeys i.e., mileage, fares, expenses etc.
11. To make the Transport Operations Manager aware of any complaints received.
12. To undertake any other work deemed necessary by the CEO and Transport Operations Manager to further the aims and objectives of the Community360.

**Overall**

1. Ensure that C360’s policies and procedures are followed in all areas of work of C360.
2. Comply with the UK General Data Protection Regulations (GDPR) of the Data Protection Act 2018, following guidelines as per C360 processes.
3. Attend as appropriate, and participate in, internal meetings of the organisation, including, but not limited to, staff meetings, board meetings, the Annual General Meeting and Away Days promoting staff professional development and awareness.
4. Work co-operatively with other members of staff and act as an effective team member, promoting mutual respect amongst colleagues and a positive persona.
5. Comply with the internal and external monitoring and recording requirements of the organisation for accountability purposes.
6. Provide local intelligence and knowledge to the organisation, galvanising communication throughout, which would usefully inform discussions and decision making.
7. Assist with co-ordinating and attend community events during the year, maintaining a flexible approach.
8. Contribute to marketing C360 services including but not limited to social media, website, newsletters, leaflets, presentations and any other marketing tools.
9. Pursue and undertake any training and personal development of skills necessary for the effective performance of your role, as agreed with your line manager, maintaining your training record in conjunction with Support & Supervision.
10. Ensure all information (including the shared drive) is kept confidential, in appropriate files, up to date and accurate.
11. Carry out other duties in line with the above primary duties, which are held to be within the scope of this post.
12. Ensure that all services are provided in line with all C360 strategic and delivery plans.
13. Take ownership and responsibility of communication both internally externally ensuring the sharing of appropriate information where necessary. Continuously explore effective ways of working within the C360 Team.
14. From time to time, you may be required to work unsociable/additional hours (evenings and weekends) for which time off in lieu (TOIL) will be given.
15. The job role may require at times, travel across Essex, the region and nationally.

**PERSON SPECIFICATION – Driver**

**How to evidence the criteria on your covering letter:**

As a **minimum**, please evidence these essential criteria: **E1, E2, E3, E4, E7, E8, E11, E12**

Please consider C360’s values when providing your evidence, which underpin our Purpose of ‘**Through partnership working we will foster resilient, thriving and inclusive environments so everyone can live their best lives’:**

* **Leadership**: we seek to provide passionate, intelligent leadership for our communities
* **Collaboration**: we maximise our impact by building partnerships to work with communities
* **Honesty**: we maintain a reputation for integrity and trust
* **Creativity**: we are open-minded, we challenge how things are done and develop new approaches
* **Inclusiveness**: we seek to involve everyone, are friendly and caring
* **Excellence**: we value quality in everything we do

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| **No.** | **Experience, Technical Skills & Knowledge** | **Shortlisting**  **Via** | **Score** |
| E1 | Extensive driving experience, ideally with larger vehicles and/or experience in a community transport environment | Application |  |
| E2 | Full, clean UK driving licence with D1 entitlement | Application |  |
| E3 | Current MIDAS certificate or be willing to undertake training | Application |  |
| E4 | Ability to carry out basic vehicle safety checks and basic routine maintenance | Application |  |
| E5 | Ability to keep records of journeys and fares | Interview |  |

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| **No.** | **Experience, Technical Skills & Knowledge cont/d** | **Shortlisting**  **Via** | **Score** |
| E6 | Ability to undertake physical tasks including the removal of heavy seats from minibuses | Interview |  |
| E7 | Excellent communication (written, verbal and listening) skills | Application |  |
| E8 | Competent and secure use of IT, including Email, Internet, MS Office 365, Database and Cloud technologies | Application |  |
| E9 | Ability to prioritise tasks, workload and possess good time management skills | Interview |  |
| E10 | Experience of setting and maintaining appropriate boundaries with community members and professionals | Interview |  |
| **No.** | **Qualifications, Education and Training** | **Shortlisting Via** | **Score** |
| E11 | Good, all-round secondary education | Application |  |
| E12 | Commitment to self-development and continuing professional development | Application |  |
| **No.** | **Personal/ Behavioural Characteristics** | **Shortlisting Via** | **Score** |
| E13 | Discretion and confidentiality combined with sensitivity and diplomacy | Interview |  |
| E14 | A commitment to equal opportunities | Interview |  |
| E15 | Demonstrates determination and resilience to complete work in the face of challenges | Interview |  |
| E16 | Team player with an open and honest manner, ability to build effective relationships with a wide range of individuals | Interview |  |
| E17 | Ability to work hours in a flexible way, including evenings and weekends to meet the needs of the service and to adapt to different environments including lone working | Interview |  |

## Valuing Equality, Diversity & Inclusion

Community360 is an equal opportunity employer and is fully committed to a policy of encouraging equality, diversity and inclusion among its employees and job applicants and treating all of its employees and job applicants equally, fairly and without bias. Community360 will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training and development, pay and benefits, other terms of employment, dealing with grievances and discipline, performance management, requests for flexible working, selection for redundancy and dismissal.

Community360 will take all reasonable steps to employ, train and promote employees on the basis of their experience, abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origins and caste), religion or belief, sex or sexual orientation. In this policy, these are known as the “protected characteristics”. Community360’s aim is for its workforce to be truly representative of all sections of society, and for each employee to feel respected.

**Disability Confident**

We are a Disability Confident Employer and have made a positive commitment to inclusion and diversity and welcome applications from people with a disability or long-term health condition.   Part of our commitment is to offer all disabled candidates an interview who meet the minimum essential criteria for the role as set out on our Person Specifications.

We will ask you to let us know if you require any reasonable adjustments to be made throughout the recruitment process to ensure inclusion and if you would like to discuss the recruitment process in advance, including what reasonable adjustments would be required, you can call Amanda Woods, Corporate Services Manager on **01206 505250**.  If we offer you the position, we are committed to making reasonable adjustments wherever possible to your working environment.

**Safer Recruitment**

Community360 is committed to safeguarding and ensuring the welfare of vulnerable adults, children and young people.  We expect all employees and volunteers to share this commitment.

The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  We have safeguarding policies in place which staff/volunteers are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience.

**Essex Family Friendly Employers Charter**

Community360 has signed up to the Essex Family Friendly Employers Charter which means it promises to abide by a set of minimum principles deemed to be family friendly. Our policies allow our staff easy access to flexible working so that they can manage their work and caring commitments.

Amendments – this description accurately reflects the present position; it may be amended and reviewed. Any change will be made following a proper period of consultation.

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| **Office Use only:** | |
| **E** | **/16** |
| **D** |  |
| **Total** |  |
| **Max score** | **/** |
| **Interview** | **Y / N** |