

# AFC Bournemouth Community Sports Trust

## Job Description



<b>Job Title</b>	<b>Community Casual Driver</b>
<b>Reports to</b>	Steve Cuss – Head of Community
<b>Location</b>	Community Office - Ferndown
<b>Hours</b>	Casual
<b>Job Description</b>	To transport Community participants to various locations locally and nationally
<b>Remuneration</b>	Hourly Rate

<b>Role Accountabilities &amp; Key Duties</b>	
1	To provide transport for Community participants when required. Ensuring safe transit, fully compliant with the Highway Code.
2	To ensure vehicles are checked prior to each journey. Any faults are reported.
3	Work closely with Community Project Leads in regard to journeys and any changes.
4	Ensure the minibuses are clean and tidy on return to the Community office.

<b>Requirements</b>		<b>Essential</b>	<b>Desirable</b>
1	UK Valid Driving Licence – including D1 Licence		
2	Experience of driving 17-seater minibuses		
3	Availability to work flexible hours (including evenings and weekends)		
5	To ensure responsibility for safeguarding and actively championing safeguarding good practice. Be responsible for the safeguarding policy, its implementation and be committed to safeguarding all children and vulnerable adults taking part in the Trust's activities.		

AFC Bournemouth Community Sports Trust values the diversity of its workforce and welcomes applications from all sectors of the community (Equality Act 2010).

AFC Bournemouth Community Sports Trust expects all staff to work effectively as part of a team or teams, delivering high quality support to staff, participants and customers. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues, participants and customers both formally and informally, offering guidance and information in accordance with AFC Bournemouth Community Sports Trust guidelines, policies and procedures and contributing to the maintenance of the AFC Bournemouth's environment. In order to do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Considerable importance is attached to the public relations aspect of all work undertaken by AFC Bournemouth Community Sports Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of AFC Bournemouth as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

AFC Bournemouth Community Sports Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. All positions with AFC Bournemouth Community Sports Trust are offered only on successful completion of an enhanced DBS check.