

## **Job Description/Person Specification**

**Post :** Driver  
**Hours:** No fixed number of hours - permanent contract  
**Salary:** £9.98 per hour

**Job Purpose:** To provide transport and safe journeys for young carers aged 5 - 25 to and from our activities and around the community, using our vehicles.

### **Functions specific to this role:**

- Ensure that young carers are safely transported in a friendly manner
- Observe and record maintenance issues
- Ensure driving and supervision of young carers complies with legislation and CTS policies and procedures
- Accurate and timely recordings of mileage, incidents, accidents and safeguarding issues
- Ensure passengers follow rules and challenge appropriately
- Report any observations or concerns about passengers
- Keep lead worker / Homebase contact up to date
- Comply with risk assessment and driving procedures
- To comply with confidentiality and data protection policies and ensure accurate completion of all relevant documentation. To take responsibility for keeping such information confidential and safe, and ensure that appropriate levels of confidentiality and safety are maintained.
- Carry out visual checks to ensure satisfactory maintenance and replenishment of vehicles
- Familiarise yourself with information available regarding young carers in particular health and medical details and act accordingly
- Take responsibility and operate devices and associated equipment safely and securely

### **Functions applicable to all staff:**

- Provide a quality service
- Promote the good image of CTS by being an excellent ambassador of Carers Trust Solihull when meeting with carers, members of the public or representatives from other organisations
- Participate in appropriate training
- Adhere to CTS policies and procedures

### **Work conditions applicable to this post:**

- Various locations across Solihull Borough
- Flexibility in times/ days of work required

### **Accountability:**

- Reporting to – Lead or Homebase Contact
- Team Manager

**Relationships:**

- Internally :Young Carers team
- Externally :Young carers and families of young carers

**Person Specification****Specific to this role****Essential:**

- Hold full driving license for a minimum of 2 years
- Understanding of the legal implications of working with young people, including confidentiality and child protection
- Effective communication skills
- The ability to communicate effectively with young people and their families
- To cope with challenging situations
- Able to work on own initiative
- To be dependable and trustworthy
- To have a flexible working approach to working hours (evening and weekends)
- Flexible and well organised

**Desirable:**

- Experience of working with young people.
- Understanding of and sensitive approach towards the situation, needs and difficulties faced by young carers.

**Applicable to all staff:**

- Positive attitude
- Flexible and able to multi-task
- Good time management skills
- Emotionally resilient
- Non-judgemental and respectful of others
- Commitment to equality and diversity
- Respectful of confidentiality
- Excellent team player
- Appropriate sense of humour
- Empathetic with an understanding of caring
- Approachable and able to be sensitive
- Able to work on own initiative within the boundaries of the role