

## **Job Description**

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| <b>Job Title:</b>       | BANK SOS Project Driver   |
| <b>Location:</b>        | King's Lynn   |
| <b>Responsible to:</b>  | Senior Community Engagement Worker  |
| <b>Responsible for:</b> | n/a   |
| <b>Job Purpose:</b>     | To drive the SOS Project Safe Haven vehicle and trailer in a safe and responsible manner and to act in a responsible and courteous manner at all times when undertaking all duties for SOS Project Safe Haven |

## **Main Responsibilities**

### Service Delivery

- You will be required to work with a wide range of people, including children, elderly and vulnerable adults
- To carry out vehicle checks and report any defects immediately to the Senior Community Engagement Worker at the start of each shift
- To complete all necessary paperwork e.g. Van checks, mileage, defects and travel logs
- To immediately record and report details of any accident/untoward accident to the vehicle, passengers or third party – regardless of severity and obtain contact details of any witnesses
- Report any comments or complaints
- To collect and transport both the vehicle and trailer at the beginning of every shift ensuring fully set up for operation at 9pm or earlier if required.
- To dispose of any rubbish in Woolstencroft bins at the end of the shift
- To dispose of any clinical waste at the Queen Elizabeth Hospital at the end of shift
- To undertake other duties at the request of Senior Community Engagement Worker
- Maintain diesel levels for heating system and fuel within the vehicle.

### Shift Set Up

- Collect vehicle from designated parking (Woolstencroft) and collect trailer from storage (the port)
- Tow to town
- Place leg supports
- Detach trailer from 4X4
- Connect electric supply to QD ensuring health and safety followed
- Ensure water bottles are filled ready for shift
- Ensure urn is full and on ready for start of shift
- Ensure steps are in place according to health and safety.

### End of shift

- Ensure CCTV is turned off prior to disconnecting the electric
- Lay electric as flat as possible
- Remove legs from trailer
- Remove steps and store
- Transport trailer back to storage
- Return vehicle
- Dispose of waste products

### During shift

- Operate as a volunteer outreach support worker – If not employed as a Community Engagement Worker it would be advantageous to volunteer during some hours of delivery.

### Safeguarding

- To ensure that YMCA Norfolk's Safeguarding Procedures, Policies and Operational Guidance are delivered in line with our values and ethos.
- To ensure the primacy of safeguarding children, young people and adults within or connected to YMCA Norfolk.
- To promote the welfare of children, young people and adults within or connected to YMCA Norfolk.

### Internal Communications

- To ensure effective liaison with all departments regarding relevant issues and information.
- Where required input into cross-locality and cross-organisational working groups to support wider organisational objectives.

### Development

- Attend and contribute in team meetings to further the service areas community work in line with the Organisations vision and strategy.
- Attend and participate in regular one to one line management and an annual appraisal.



### Performance Management

- To ensure that the performance requirements of YMCA Norfolk (YMCAN) and funders are met and that Young People receive a high quality person-centred service that is in line with YMCAN's values.
- To maintain effective systems for recording and measuring outcomes for Quality Assurance purposes as required for the service area.
- To record all interactions, maintaining up to date information on client records on the appropriate database utilising technology supplied aiming for "live data".
- To be alert to and manage risk effectively in all locations.
- To adhere to all lone working policies and risk assessments provided for you by YMCAN.
- To actively take part in required mandatory training as part of the yearly cyclical training calendar.
- To operate within clear professional boundaries and work within YMCA Norfolk's Staff Code of Conduct.
- To operate within the Behaviours Framework embedded across the organisation.
- To implement and adhere to YMCA Norfolk's Policy and Procedures at all times.

### Involvement

- To actively encourage a culture of involvement and inclusion of young people in the work and life of YMCAN.
- As required engage in wider involvement opportunities and activities of YMCAN.

### Equality and Diversity

- To act in accordance with YMCAN's equality, diversity and inclusion policy and procedures, to ensure that the Organisation is compliant with legal and regulatory requirements.

### Christian Ethos

- To ensure all policies, procedures and working practices within the service area support the Christian ethos and values of the organisation.

To carry out any other tasks that may be required from time to time in accordance with the post holder's capabilities/Job description and the changing working environment.



**Terms and Conditions**

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| <b>Pay:</b>                 | Grade A<br>£8.72 per hour + 12.09% Holiday uplift   |
| <b>Hours:</b>               | <b>As and when needed</b>   |
| <b>Contract:</b>            | Bank  |
| <b>Shift Pattern:</b>       | Usual shift pattern Friday and Saturday nights from 7:30pm to 8:30pm and 2:30am to 3:30am. This may change occasionally to reflect current situation. |
| <b>In Service Training:</b> | Time allowed for in-service training, subject to budgetary provision.   |

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| <b>Scale</b><br>Staff<br><br>Sites  | None<br><br>The post is based in King's Lynn but the post holder may be required to visit other YMCAN sites.   |
| <b>Discretion to Act</b>  | The post holder can recommend expenditure for approval by the SOS Project Manager. They hold no budget setting or budget responsibility.   |
| <b>Environment</b><br>1. YMCA Norfolk operates on a 24 hour, 365 days per year basis.<br><br>2. Unsocial hours<br><br>3. Risk | In line with other staff, the post holder may need to be contacted in the event of an emergency related to their Service Area.<br><br>Due to the nature of the post there will be unsociable hours of early mornings, evenings and weekends.<br><br>The level of risk is assessed as medium/high. The post holder works in an outreach environment with those who are vulnerable in the King's Lynn night time economy. There is a risk of violence both directed at staff and between service users. The risk is managed and mitigated through a number of interventions including: training in core skills, non- |





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|  | managerial supervision, risk assessments and a strong policy and procedure framework. |
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**Person Specification**

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| <b>Job Title</b>          | <b>SOS Project Driver</b>  |  |
| <b>Category</b>           | <b>Essential</b>   | <b>Desirable</b>   |
| <b>Knowledge</b>          |  | <p><b>K1</b> - An understanding to the aim and objectives of the Project</p> <p><b>K2</b> - Geographical knowledge of Kings Lynn</p>                               |
| <b>Skills</b>             | <p><b>S1</b> - Ability to work with agreed standards of professional boundaries and confidentiality</p>  |  |
| <b>Aptitude</b>           |  | <p><b>A1</b> - Awareness of the needs of people with disabilities and vulnerabilities</p>  |
| <b>Experience</b>         | <p><b>E1</b> - Previous experience of driving and towing</p>   | <p><b>E2</b> - Experience of the voluntary or not for profit sector</p>  |
| <b>Education</b>          | <p><b>Q1</b> - "O" level / GCSE or Equivalent in Maths and English</p>   | <p><b>Q2</b> - Evidence of recent relevant training</p> <p><b>Q3</b> - MiDAS Certification and/or PVC Licence</p> <p><b>Q4</b> - Basic First Aid Qualification</p> |
| <b>Christian Ethos</b>    | <p><b>V1</b> - In sympathy with the Christian Identity of the YMCA</p>   |  |
| <b>Personal Qualities</b> | <p><b>P1</b> - Able to present self and work effectively</p> <p><b>P2</b> - High levels of honesty, integrity and discretion</p>   |  |
| <b>Circumstances</b>      | <p><b>C1</b> - Able and willing to work unsocial hours</p> <p><b>C2</b> - Hold a full UK driving licence for minimum of 3 years and have own transport</p> <p><b>C3</b> - Hold a B1+E licence for towing</p> | <p><b>C5</b> - Hold a C1 driving licence</p>   |



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|                               | <b>C4</b> - The post holder is required to be aged between 25 and 68 for insurance purposes |  |
| <b>Health</b>                 | <b>H1</b> - Able to meet the requirements of the post with or without reasonable adjustment |  |
| <b>Equality and Diversity</b> | <b>O1</b> - An understanding of equality and diversity                                      |  |

