

Minibus Driver:

Reports to: Hub Manager

Salary: SP1 £22,030 pro rata (£11.45/hr)

Part time: 25 hrs per week/5 hrs per day: 07.30 – 10.00; 15.00 – 17.30

Based at: Coundon, Bishop Auckland DL14 8JZ

About Us

Journey Enterprises is a local charity which was founded by parents of young people with learning disability and complex needs 40 years ago. Launched in Northumberland we now operate across the north east. We have four Day Centres: Acomb and Blyth (Northumberland), Coundon (County Durham) and Newcastle upon Tyne.

The Charity provides life-skills and employability training for adults with learning disability, and runs social enterprises to serve our local communities. Clients play a key part in the success of social enterprises by using the experience as a stepping stone to employment.

The conditions the Charity supports include Down's, Williams, Fragile X, Prader Willi, Smith Magenis and Sotos Syndromes, cerebral palsy and also autism. Over 60% of our Clients have co-morbid physical, sensory and/or mental health disability. We also support Forensic Learning Disability. Our Clients are aged from 18 to 80+ years and come from a wide range of backgrounds.

Journey believes passionately in enhancing quality of life and giving people with complex disability opportunities to lead happier and socially-inclusive lives in their home communities.

Our services are developed on a person-centred approach, designed to meet each individual's life ambitions and dreams, and underpinned by Positive Behaviour Support. We work within each person's circles of support, recognising the expertise and knowledge of the individual and of unpaid/family carers.

About the Role

Journey's Drivers transport people with learning disabilities from their homes to & from our Hubs. Minibus drivers normally work between 07.15 – 10.15 and 15.00 – 18.00 (Monday-Friday). Hours may marginally vary due to traffic and weather conditions.

Our minibus Drivers must be confident drivers of vehicles. Good local knowledge is essential together with an understanding of the needs of families/people with learning disabilities.

Drivers will be working with vulnerable adults. You will have key role in ensuring Safeguarding at all times.

- All Staff at Journey must have an enhanced DBS Disclosure before starting their work with us. Successful applicants who have registered on the DBS update service need to provide an original copy of their certificate for us to conduct an online check.
- MiDAS, COVID, First Aid and Safeguarding training forms part of induction training.

Principal Duties:

Drivers will have a current D1 driver's licence and have an interest in working with people with learning disabilities.

He/she will:

- Transport Clients to and from our service a.m. and p.m.;
- Ensure the health & safety of Clients in transit;
- Complete daily checks to ensure vehicle safety before departure;
- Report vehicle defects, faults, incidents and accidents;
- Check water / oil and petrol levels every day (diesel and ad blue), and to refuel/fill as needed;
- Maintain the cleanliness of the inside and outside of the minibus including taking the minibus to a commercial car wash;
- Inform the Business Administrator of changes to transportation routes or Clients' needs;
- Ensure confidentiality of Clients' personal data at all times in transit including Clients' names and addresses;
- Take responsibility for any equipment issued by Journey Enterprises including ID badge, keys, mobile telephone, First2Help device etc.
- To carry out any other duties which fall within the broad spirit, scope and purpose of this job description. This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. The major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any changes will be carried out in consultation with the post holder.

Core Responsibilities: All Staff

- To ensure the Safeguarding of Clients within service at all times;
- To maintain safe working practices, ensuring Health & Safety at work both on site and within Journey's outreach activities;
- To promote Journey's mission and values;
- To champion equality & diversity and inclusion for everyone;
- To follow Journey's policies and procedures;

Terms and Conditions

Contracts are offered on a permanent basis.

Employees are provided with 36 days leave/annum pro rata, a contributory pension scheme, a healthcare package, holiday buy-back scheme and a Journey promotional items welcome pack. Staff are also offered discounted lunches and free refreshments.

The Charity operates between 08.30 – 16.30 from Monday – Thursdays and 08.30 – 16.00 on Fridays. All Staff who work for six hours continuously must take half an hour for lunch daily.

Person Specification

Required Skills	Essential (E) or Desirable (D)
Qualifications and Licensing	
<ol style="list-style-type: none"> 1. Full UK D1 (minibus) Driving Licence 2. Recent First Aid Training 3. Recent MiDAS Training 4. Recent Safeguarding Adults Training 	<p>E</p> <p>D</p> <p>D</p> <p>D</p>
Experience	
<ol style="list-style-type: none"> 1. 5+ years driving experience in the UK 2. 3+ years minibus driving experience in the UK 3. Experience of the Voluntary Sector through voluntary or paid work. 4. Experience of disability either through lived (familial) experience or gained through voluntary or paid work. 	<p>E</p> <p>D</p> <p>D</p> <p>D</p>

Knowledge	
<ol style="list-style-type: none"> 1. Strong local geographical (community) knowledge within the area of the Journey Hub. 2. Understanding of learning disability gained from personal or professional experience e.g. conditions such as Down's Syndrome, William's Syndrome, autism, cerebral palsy, Fragile X. 	<p>E</p> <p>D</p>
Personal Attributes	
<ol style="list-style-type: none"> 1. Personal commitment to the social model of disability, valuing diversity and inclusion 2. Resilient and creative: committed to enablement and prepared to champion disability in the community 3. Strong commitment to the Voluntary Sector with a vision for bringing together communities & working collaboratively 4. An 'I Can' approach to work: a strong team member 	<p>D</p> <p>D</p> <p>D</p> <p>D</p>

Safer Recruitment – Safer Retention

The Trustees at Journey are committed to Safeguarding and promoting the welfare of vulnerable adults. To meet this commitment, all Staff are required to undergo an Enhanced Disclosure & Barring Service check, which is repeated in three yearly cycles (update service checks). Staff are also be required to complete a 'Fit and Proper Persons' Declaration which is reviewed annually.

Our Commitment to Disability Employment

Journey is an Equal Opportunities and Disability Confident employer and welcomes applicants from all sections of the community. We have a diverse Staff team with colleagues with lived experience of disability and/or unpaid caring roles.

Right to Work

All candidates applying for employment or volunteering opportunities at Journey Enterprises must have the right to live and work in the United Kingdom.

