

## Job description – Minibus Driver

### Organisational details

YMCA East Surrey  
YMCA Sports and Community Centre  
Princes Road  
Redhill  
RH1 6JJ  
T 01737 779979

YMCA East Surrey is a charitable company limited by guarantee and also a registered provider of social housing.

Charity registration no. 1075028

Company registration no. 03716594

Registered provider no. 4854

Post to be based at the above address.

### Directorate: Children & Young People

### Responsible to: Children & Young People (CYP) Coordinators

**Responsible for:** N/A

**Job purpose:** To drive one of the YMCA East Surrey’s minibuses in a responsible and competent manner, ensuring the safety of passengers, other road users, members of the public and yourself at all times

### Main responsibilities

- ▶ To drive a YMCA East Surrey Minibus
- ▶ To be responsible for the safety, comfort and welfare of children and staff
- ▶ To carry out driver’s daily and weekly vehicle checks, and to carry out basic maintenance
- ▶ To report any vehicle defects, faults, incidents and accidents
- ▶ To be responsible for the cleanliness of vehicles, inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use
- ▶ To refuel vehicles as required
- ▶ To maintain accurate records of vehicle usage
- ▶ To maintain and help to promote a good company image, working attire should be worn at all times and kept in a clean and tidy condition.
- ▶ To work within health and safety guidelines and other guidelines that may be issued from time to time
- ▶ To work within the constraints and guidelines as set out in the staff handbook and the policies and procedures of YMCA East Surrey
- ▶ To undertake any other associated duties as required by the CYP Coordinators or Facilities Manager
- ▶ To assist in the promotion of the services, including leaflet distribution when required

## Discretion to act

Long-term decisions and strategic changes will be made by the Head of Children & Young People and CEO.

## Relationships

The Minibus Driver is part of the Children & Young People team. You will be line managed by the After School & Holiday Club Coordinator.

## Environment

YMCA East Surrey is an independent charity, affiliated to the National Council of YMCAs, that has been responding to local need since 1870. Our aim is to help individuals to reach their full potential, especially those who are vulnerable or face disadvantage.

YMCA East Surrey operates primarily in Reigate and Banstead but also offers services in Epsom and Ewell, Mole Valley, Tandridge and West Sussex. Our main centres are:

- ▶ YMCA Sports and Community Centre, Redhill
- ▶ YMCA Sovereign Centre, Reigate
- ▶ YMCA Hillbrook House, Redhill
- ▶ YMCA Young People & Family Centre, Horley
- ▶ YMCA Phoenix Centre, Tadworth
- ▶ YMCA Merstham Pre-school, Merstham
- ▶ YMCA Supported Move-On housing in Horley, Merstham & Redhill

Our friendly team of over 300 staff and volunteers deliver services and projects across four main areas:

### Children and Young People

- ▶ Childcare & Recreation - After School Club, Holiday Club, Recreational activities, Pre-schools, Crèche and Children's Parties
- ▶ Disability Services - Yippee and Yip4Youth short break services, LifeWorks sports and social activities, Face2Face parent befriending
- ▶ Emotional Wellbeing & Mental Health – Heads Together Counselling, Children's Wellbeing Practitioners, Community Wellbeing Team, WAVES youth group, Y's Girls mentoring
- ▶ Youth & Family Services - YMCA Horley Young People & Family Centre, Youth clubs, Early Help, Street-based youth work

### Health and Wellbeing

- ▶ Inclusive fitness gym and group classes
- ▶ Disability sport
- ▶ Exercise Referral classes for adults with health conditions or rehabilitating from injury or illness
- ▶ Health Promotion services incl. NHS Health Checks, weight management sessions and free guided health walks
- ▶ Challenge fundraising events incl. large community events such as the annual YMCA Fun Run and Santa Run

### Housing Services

- ▶ YMCA Hillbrook House, supported accommodation for homeless young people
- ▶ NextStep, a rent deposit guarantee scheme assisting families and individuals at risk of homelessness into sustainable, private rented accommodation
- ▶ Move-on accommodation for young people as a step towards independent living

Please visit our website or read our annual review for more information about YMCA East Surrey's work in the community. [www.ymcaeastsurrey.org.uk/annual-review](http://www.ymcaeastsurrey.org.uk/annual-review)

**Terms and conditions**

**Hours of work** – Term time, to support our after school club pick ups 14:45 – 16:15 Monday – Thursday during term time with potential for additional work on disability playschemes on term time Saturdays. Our disability playschemes also run Monday to Friday during the school holidays.

**Pay rate** – £9.56 per hour

**Benefits –**

- Comprehensive training programme for personal and professional development
- Working for a leading Out of School Childcare Provider within Surrey
- Flexible working schedule
- Free onsite parking
- Free gym membership
- On-going supervision and support
- Half Price Childcare for dependents

**Applications will be assessed on receipt and interviews offered to shortlisted candidates**

**Person specification**

**Qualifications, training and understanding**

| <b>Essential</b>                                   | <b>Desirable</b> |
|--|------------------|
| Holding a current, clean and valid driving licence |                  |
| Category D1 on licence                             |                  |

**Experience**

| <b>Essential</b>                      | <b>Desirable</b> |
|---------------------------------------|------------------|
| Experience of driving a large vehicle |                  |

**Abilities, skills and attitude**

| <b>Essential</b>   | <b>Desirable</b> |
|--|------------------|
| Knowledge of PVC drivers requirements  | Car Driver       |
| Capable to maintain accurate daily and weekly vehicle checks and carry out basic maintenance |                  |
| Knowledge of Reigate and Banstead and surrounding areas                                      |                  |
| Commitment to the YMCA's Aims and Purposes   |                  |
| Willingness to work flexible hours   |                  |
| An ability to communicate with a range of people   |                  |
| Pleasant approachable personality  |                  |
| Patient manner   |                  |
| Ability to work on own initiative and as part of a team.                                     |                  |
| Reliable and trustworthy   |                  |
| Honest, sense of responsibility and confidentiality  |                  |
| Sensitivity to users needs   |                  |
| Willing to undertake training as appropriate.  |                  |