

Date as postmark

Dear Applicant

Wellbeing Centre Driver/Carer (Sessional) – Calderdale & Kirklees

Thank you for your interest in the above position. Please find enclosed: -

- Job Description
- Person Specification
- Basic Terms of Employment
- Application Form
- Notes on our Recruitment Process
- Equal Opportunities Monitoring Form

Please read these papers carefully **before** you complete the application form, as short-listing will be based on the information you provide. Please **do not** submit a CV as a substitute for completing the application form.

We welcome applications from all sections of the community and have an Equality, Diversity & Inclusion Policy. If you require the advert or application pack in any other format, please contact us to request.

As users of the disability confident scheme, we guarantee to consider all disabled applicants who meet the minimum criteria for vacancies.

Please return your completed application form to the address below.

Yours faithfully



Carol Rodmell
Deputy Chief Executive

Enc

Age UK Calderdale & Kirklees
4-6 Square
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**Age UK Calderdale & Kirklees
Job Description & Personal Specification
Wellbeing Centres Calderdale & Kirklees**

POST:	Wellbeing Centre Driver/Carer (Sessional)
LOCATION:	Covering both Calderdale & Kirklees centres
HOURS:	Sessional hours
SALARY:	11.44 per hour
ACCOUNTABLE TO:	Wellbeing Centre Line Manager
RESPONSIBLE FOR:	Driving clients to the centres in our minibus, and assisting with their care at the centres

AGE UK PRINCIPLES:

The most valuable asset to Age UK Calderdale & Kirklees are the people involved with the charity. Our approach to recruitment and selection of employees reflects the importance of people to us, the values and the organisation of the charity including:

- To be client centred.
- Deliver services with compassion.
- Value staff and volunteers.
- Be inclusive and embrace equality and diversity.
- Develop trust in our services.
- Everybody working together to achieve the same objectives.

As a Disability Confident Employer, we are committed to attracting and recruiting people with a disability. Through the Disability Confident scheme, we are challenging attitudes towards disability, increasing understanding of disability, removing barriers to disabled people and those with long term conditions so that all can reach their full potential and realise their aspirations.

ORGANISATIONAL EXPECTATIONS:

Age UK Calderdale & Kirklees works in a variety of roles, many of which are based in differing geographical areas of our region.

In order that we can be most effective in the provision and delivery of services and projects to the older people of Calderdale & Kirklees you will need to work as part of a team. You will contribute to and share in the work of the organisation while maintaining an awareness of the political and social environment in which we work.

You will be expected to develop good working relationships with other Age UK Calderdale & Kirklees' staff and relevant external organisations, as appropriate to your role.

You will adhere to all roles and responsibilities in line with Age UK Calderdale & Kirklees' policies and procedures and all legislative requirements.

You will be expected to undertake any other activity requested by your Line Manager(s) that is appropriate to the experience and level of responsibility of the post holder, and to promote the work of Age UK Calderdale & Kirklees whenever possible.

OUTLINE OF POST:

- The post holder will provide driving and escort duties, to ensure the safe transfer of clients to and from the centre.
- The post holder will be responsive to, and understand the changing needs of clients and carers, will monitor clients, and take appropriate action when necessary.
- The post holder will report any concerns about client care to their line manager.
- The post holder will always ensure safe driving management.
- The post holder will support their line managers in the running of the centres.
- The post holder will accept responsibility in all areas of bus safety.

MAIN TASKS:

- The post holder will be expected to work to the aims of Companionship Centre Services Standards set out by Age UK Calderdale & Kirklees and Age England Association.
- The post holder will be expected to be aware of current Health and Safety regulations, and to be responsible for reporting issues of concern to their line manager.
- The post holder will be willing to undertake personal care tasks for clients when necessary.
- The post holder will be expected to drive our adapted minibus, or to provide escort duties, as and when necessary following appropriate training.
- The post holder will be expected to undertake appropriate training to NVQ Level 2 Health & Social Care, together with any other identified relevant training opportunities when available.
- The post holder will be expected to ensure lunch, refreshments and all activities are provided to meet client need.
- The post holder will be available for overtime when the need arises.
- The post holder will be expected to ensure the minibus driven has had all daily safety checks completed by the driver of the day and an evening check to ensure no damage has occurred whilst in use. The reporting of such to their line manager is the daily responsibility of the driver.
- The post holder will always ensure the cleanliness of Age UK transport both internally and externally.
- The post holder will accept responsibility for the vehicle, passengers and items carried while the vehicle is in their charge.
- Safe driving techniques and abiding by the rules of the road will be applied at all times.

**Wellbeing Centre Driver/Carer (Sessional)
Calderdale & Kirklees
Person Specification**

Education, Qualifications, Training	Essential	Desirable
Excellent relevant communication skills (verbal & written). Able to relate to different groups/individuals	Essential	
An understanding of the needs of older people and key issues affecting their quality of life, together with empathy and commitment to the aims of Age UK Calderdale & Kirklees.	Essential	
A full, current, clean driving licence with a D1 addition	Essential	
Ability to complete written reports for other departments both internal and external, including transport logs and bus defect forms	Essential	
Willingness to attend to the personal care needs of clients	Essential	
Ability to work as part of a team	Essential	
Capable of working on own initiative	Essential	
Commitment to Diversity/Equal Opportunities	Essential	
Willingness to undergo training	Essential	
An understanding of the need for reassurance of passengers and the importance of tranquil journeys	Essential	
Experience of driving a minibus		Desirable
A knowledge of crafts or social activities to be shared with the clients		Desirable
Knowledge of Health & Safety at Work Act, and possession of Food Hygiene Certificate		Desirable
An understanding of statutory authorities, particularly Health and Social Care, and the changing care needs of clients		Desirable
An understanding of safeguarding issues.		Desirable