**SOUTH LEEDS TEAM MINISTRY CHARITY LIMITED**

**ASSISTANT SUPPORT WORKER WITH RELIEF MINI BUS DRIVING DUTIES**

**JOB DESCRIPTION**

Be responsible to the Manager and Management Committee in the capacity of assistant support worker and to provide relief mini bus driving duties in the absence of the full time mini bus driver. Your normal hours of work would be Monday to Thursday 9.30 a.m. to 2.30 p.m. or Monday to Friday, 9.00 a.m. to 5.00 p.m. when acting as relief driver.

A DBS check is undertaken for all Trinity Network employees.

You would be required to undertake the following tasks:-

Assist in arranging activities for members and provide support in all aspects of Trinity Network.

Drive the mini bus in the absence of the regular driver.

Undertake MIDAS training (Mini Bus Drivers Awareness Scheme).

Monitor the vehicle, make appropriate checks, clean and refuel as and when necessary and report any faults to the Manager/Management Committee.

Operate the tail lift on the mini bus.

Assist people with mobility problems who may require the use of a wheelchair.

Be responsible for taking cash to the bank/post office.

Maintain appropriate records for all aspects of the work undertaken.

Support other staff and volunteers in the efficient operation of the scheme.

Ensure physical safety, care and support for all members.

Have regard for all health and safety requirements.

Attend and contribute positively to all Staff meetings.

Attend supervision meetings.

Ensure full understanding of all policies and procedures (seek guidance if appropriate).

Attend training and development when requested.

Encourage member participation where appropriate.

Attend promptly to any equipment failure or repairs as necessary. Record any action taken.

Assist in the ordering and purchasing of stock and equipment as necessary.

The post is essentially five hours per day, although additional hours will be required when covering full time staff absences, flexible working hours are an essential requirement.

Carry out other duties as required by the Manager or the Management Committee.

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