

## MINI BUS DRIVER VOLUNTEERS

### Role Description

*Trust Links is an organisation committed to the safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, Trustees and volunteers to share this commitment.*

*Trust Links aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.*

**Hours required:** 3 to 4 hours at a time from Monday to Saturday and occasional full day for longer trips

**Location:** Southend Borough, Rayleigh, Rochford, Thundersley and occasional longer trips

**Reports to:** Event Organiser

### PURPOSE OF THE ROLE:

**Trust Links** is a local charity that aims to support people and build communities. It was established by local people to address mental health needs in the Southend area in 2000, and was registered as a charity and limited company in 2002. We enable people to work together to improve mental health and wellbeing and promote, support, inspire and cultivate wellness and sustainable living.

The Volunteer will be required to:

- Undergo a DBS check
- Drive staff, members and volunteers to events, outings, projects and other growing together gardens.
- Report issues, concerns and successes to project staff
- Work with the team to improve outcomes and wellbeing for project members and the broader community

### MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE:

- To transport Trust Links members, staff and volunteers to locations in the Southend, Rayleigh, Rochford and Thundersley areas.
- To transport Trust Links members, staff and volunteers on outings which may include longer trips.
- To ensure mini bus users are safely seated before each journey.
- To report any technical problems with the minibus.
- Taking part in appropriate training and development activities
- Participate in volunteer meetings
- Notify staff if you are unable to attend your regular session
- Ensure Health and Safety regulations are adhered to in line with Trust Links Health and Safety policy
- Ensure Safeguarding requirements are met in line with Trust Links Safeguarding policy and escalate concerns about the wellbeing of service users to appropriate staff members
- Maintain confidentiality
- Raise any issues affecting members with appropriate staff member

#### Volunteers will need

- A full and clean Driving License
- To be aged at least 21 and have held a full car license for at least two years.
- Excellent communication and people skills
- Empathy and listening skills
- Willingness and commitment to undertake further training and development
- Commitment to the role
- Tact
- Responsiveness
- Realism
- Honesty
- Enthusiasm
- Team Work