



SightSupport
Hull & East Yorkshire

JOB DESCRIPTION

Position – Driver/Activity Co-ordinator

Responsible to – Driving Team Leader

Responsible for – Day Group Volunteers, Day Group Members

Hours Worked – 7 hours per week
Days to be confirmed

Summary

To provide a safe and considerate transport service, to collect members from their homes and bring them to the Sight Support Day Groups.

Organise interesting activities for the members to undertake throughout the day.

Main Duties;

- Familiarise self at the beginning of each shift with the relevant information relating to members/premises/equipment/services which may have occurred since previously being on duty reading and signing all new entries in the drivers book.
- Undertake all daily, weekly and monthly vehicle checks and complete the necessary paperwork before and after each journey.
- Report any vehicle defects found immediately to the Operations Manager and also record on the daily driving sheet.
- Ensure the minibus is tidy before and after use, removing any rubbish left behind.
- Drive the Sight Support minibus in a safe and considerate manner, collect members from their homes and transport to the day groups and other venues as requested. Ensure members safety whilst travelling, embarking/disembarking from the vehicle and escorting to and from their home.
- Attend to the needs of the members and ensure their wellbeing and safety during the day. Escort members in and around the day group, should they need it.
- Develop, in association with the Driving Team Leader and centre members, a monthly schedule of activities. Lead activities during the afternoon, promoting choice and independence.
- Encourage social interactions between service users and enable them to make use of the facilities/activities available.
- Ensure members are kept up to date with information on all Sight Support services and activities.

- Participate in varied activities, outings, concerts etc. which may include occasional evening or weekends.
- Participate in the serving of lunches and refreshments; observing food hygiene and health and safety legislation. Undertake clearing away, dish washing and table cleaning.
- Complete written records of day group attendance, collect and record cash payments.
- Adhere to and ensure the members adhere to the Sight Support Code of Conduct.
- Promote a friendly and welcoming environment for Sight Support members, staff and visitors.
- Liaise with Community Advice Officers regarding members, highlighting any concerns or long periods of absence. Be vigilant in relation to Safeguarding and follow the Sight Support Safeguarding policy. Bring to the attention of the Driving Team Leader and Operations Manager any serious concerns relating to Sight Support members.
- Observe appropriate Health & Safety procedures and other Policies of Sight Support.
- All staff are required to work as part of a team for the benefit of visually impaired people. They are expected to be conscientious, adaptable and flexible in their duties.
- Participate in the production of Risk Assessments.
- Be responsible for administering first aid if necessary.

General Requirements

- Possess as a minimum the essential skills detailed in the person specification.
- Adhere to and uphold Sight Support Hull and East Yorkshires' mission, vision, values, strategic aims and policies.
- Act with integrity and maintain the highest professional standards at all times.
- Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information and adhere to Data Protection legislation.
- Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and a provider of services to carers.
- To work flexibly and collaboratively as a member of a small team, including volunteers and to attend and actively contribute to team meetings.
- Actively identify own training needs and personal development, and to participate in training sessions when required.
- Observe appropriate Health & Safety procedures and other Policies of Sight Support.

- Actively promote the work of Sight Support as an independent charity for the provision of help, support and provision of services in various forms for the benefit of visually impaired people in Hull and the East Riding.

You may be asked to perform other duties occasionally which are not included above but which will be consistent with the role and promotion of team working within Sight Support.