**The Forward Trust Job Description**

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| **Position Title** | **Vehicle Driver** | **Reports to** | **Senior Admin officer** |
| **Location: Across Essex sites** |

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| **Introducing Forward Trust** |

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

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| **Role/Team Overview** |

The SHARP programme is a community-based rehabilitation service designed for individuals struggling with alcohol and drug addictions. We offer an abstinence-based, interpersonal group therapy model, with services running at two locations: Braintree and Wickford.

We are looking for a candidate who can support with driving clients to the programme and be a part of the change.

This role involves shift pattern i.e. bringing clients to the programme in the morning (07:00am-10:00am) and then driving them back home in the evening (16:00-18:00).

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| **Accountabilities** |

**Role Responsibilities**:

* **Route Coordination**: Work closely with the senior administrator to agree on the most effective routes, ensuring cost-saving measures are applied. Routes will vary based on client locations.
* **Vehicle Safety**: Ensure the vehicle you use is fully insured and complies with all relevant legal and safety standards, specifically for the carriage of passengers in a business context.
* **Punctuality**: Arrive at agreed pick-up and drop-off locations on time, ensuring clients are punctual for their therapy sessions.
* **Professionalism & Boundaries**: Maintain professional boundaries and appropriate conduct when interacting with clients. Any issues or concerns raised during transport should be communicated to the relevant staff member at the end of the journey.
* **Training & Development**: Participate in relevant training sessions, including Health & Safety, Equality and Diversity, to ensure that you meet the service’s standards and expectations.
* **Knowledge Updates**: Stay up to date with developments in Forward Trust and government driving policies, ensuring the service is compliant with all relevant regulations.

**Team Collaboration & Supervision**:

* **Integrated Teamwork**: Work within a fully integrated team to provide high-quality service, promoting client involvement, empowerment, and self-management.
* **External Relationships**: Develop and maintain positive relationships with external agencies, including volunteering partners and local community organisations.
* **Supervision & Support**: To attend both direct and indirect supervision and support with line manager.

**Administrative & Operational Duties**:

* **Administration**: Undertake administrative duties such as keeping the drivers log as this will ensure effective and efficient running of the project, utilising relevant IT systems as necessary. Administrative tasks can evolve or increase over time, therefore the above mentioned is not an exhaustive list but rather a reflection of the core admin duties.
* **Data Protection Compliance**: Ensure compliance with data protection legislation, including appropriate record storage and retention.
* **Quality Assurance**: Adhere to quality assurance methodologies, striving to maintain high standards of service delivery.
* **Health & Safety**: Take appropriate actions to reduce health and safety risks, ensuring a safe environment for clients, volunteers, and staff.
* **Continuous Improvement**: Continuously develop knowledge, skills, and practice to enhance service delivery and contribute to the ongoing success of the programme.

**Other Responsibilities**:

* **Other Duties**: Perform other reasonable duties as required to support the SHARP programme and its objectives.

**Key Requirements**:

* A valid driver’s license and your own vehicle, insured to carry passengers for business purposes.
* A commitment to driving safely and adhering to the Highway Code.
* Strong communication skills, with the ability to maintain professional boundaries and interact effectively with clients, staff, and external agencies.
* Ability to work as part of a team.
* A proactive approach to continuous personal development.
* Flexibility and a willingness to support the wider objectives of the SHARP programme.

**Benefits**:

* The opportunity to make a positive impact in your community and support individuals on their journey to recovery.

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| **Role Criteria**  |

**Below is a list of the criteria relevant to a volunteer in this role.**

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| **Knowledge, Skills and Experience**  |
| A clean, relevant driving licence | E | A/I |
| An awareness of health & safety issues and how to respond to any concerns during a trip | E | A/I |
| Knowledge of local roads and geography to minimise journey times | E | A/I |
| Ability to work on both own initiative and as part of a team | E | A/I |
| Able to work with the minimal of supervision | E | A/I |
| Reliable and flexible | E | A/I |
| Good communication skills | E | A/I |
| An ability to maintain confidentiality | E | A/I |
| Able to understand and maintain professional boundaries. | E | A/I |