



## Job Description

<b>Post Title:</b>	Minibus Driver and Support Worker
<b>Responsible to:</b>	The Co-ordinator
<b>Accountable to:</b>	The Management Committee
<b>Location:</b>	Laburnum Boat Club, Laburnum Street, London E2 8BH
<b>DBS Check Required:</b>	Enhanced (we can provide the check for you)
<b>Driving Licence Required:</b>	D or D1 Minibus licence (current / valid UK Licence)
<b>Hours:</b>	2.30-8.30pm Mondays and Thursdays (Term Time only) 12hrs per week
<b>Salary:</b>	£15 per hour

**The core purpose of this role:** The successful post holder will drive the Club's 17-seater minibus for our Sports Clubs for young people with disabilities. You will pick up young people with disabilities from school or home, bringing them to the Club, drive them to activities, help support them to take part and taking them home. You will be part of a wider Inclusion Team, supporting young people with a variety of needs to take part fully in activities.

**Background Information:** Laburnum Boat Club is a community-based children's charity situated on the Regents Canal in South Hackney. It is a voluntary organisation part-funded by the local authority. Its purpose is to assist the growth and development of young people and families through participation in water-based activities. The Club is open 7 days a week throughout the year, with a Youth Work programme taking place at weekends, after-school and school holidays and schools and groups through the day. We welcome young people from Hackney and further afield, and work with participants from a wide range of backgrounds, abilities and disabilities, different ethnicities and ages.

**Lines of Responsibility:** Laburnum Boat Club is managed by a Management Committee made up of local residents, parents, professionals and others committed to the aims of the Club. The person appointed will be accountable, via the Co-ordinator, to that committee.

### Principle Duties:

1. To ensure the safe transportation of service members to and from their required destination
2. To assist in delivering a range of stimulating, challenging and interesting educational and social activities that are relevant to the support and communication needs of the individuals
3. To form good and appropriate relationships with the staff, children, young people, parents, carers, staff, volunteers, management committee and other stakeholders
4. To encourage and enable all young people to participate in Club activities regardless of ethnicity, creed, social background, gender, sexual orientation, or disability
5. To contribute to, to be aware of, and assist in the enforcement and implementation of the Club's Policies: in particular: Child Protection, Health & Safety and Equality & Diversity policies
6. To undertake all appropriate training (generally provided by the Club)





**Laburnum**  
BOAT CLUB

Hackney's Community Boating Project

Laburnum Street, Hackney, London E2 8BH  
020 7729 2915 info@laburnumboatclub.com  
www.laburnumboatclub.com

### **Training and professional development**

In order to be effective in their work, staff are expected to keep themselves informed on current issues related to the work and to undertake appropriate training. Staff are encouraged to take up training opportunities but are expected to pursue their own professional development through the appropriate channels. You are also required to ensure that all relevant qualifications are current and up to date.

### **Additional Information**

The applicant will be required to work some unsociable hours, including regular evening sessions.

## **PERSON SPECIFICATION**

### **It is essential for the candidate to have the following key requirements:**

1. Valid UK D or D1 UK Drivers Licence
2. Experience of driving in inner-city rush hour traffic
3. Experience of working with children and young people
4. Enhanced DBS (we can provide this check if you do not have it)

### **It is desirable for the candidate to have the following competencies:**

1. Ability to carry out maintenance checks on a minibus
2. To have experience of driving a 17-seater minibus
3. To have experience of working with young people
4. To have experience of working with young people with disabilities
5. To have good time management skills, be self-motivated and have the ability to work autonomously and to adhere to deadlines
6. To be able to liaise effectively with a wide range of professional and non-professional staff and the wider community
7. To have experience of working in a multicultural, inner-city environment
8. First aid training

### **Other requirements relevant to the post**

- Commitment to equal opportunities and inclusion
- Self-motivating, assertive and flexible

**Please apply via the application form on-line via our website and return the completed form to: [info@laburnumboatclub.com](mailto:info@laburnumboatclub.com)**

**Application will be reviewed when they are received (rolling deadline)**

