

VOLUNTEER ROLE PROFILE

ROLE TITLE

Estates – Volunteer Driver(s)

ORGANISATION DESCRIPTION

Chailey Heritage Foundation is a pioneering charity providing education, care and transition services for young people with complex physical disabilities and health needs, which includes:

- ◆ An 'outstanding' special school
- ◆ 'Home from home' residential care for both children and young adults
- ◆ A Life Skills Centre and Hub for adults with disabilities
- ◆ Support at home and in the community
- ◆ A wheelchair accessible farm
- ◆ Hydrotherapy provision
- ◆ Hippotherapy provision

WHAT YOU WILL GAIN BY VOLUNTEERING

- ◆ A sense of satisfaction in knowing you are helping the children/YP of CHF to get out in the community learning and creating independence.
- ◆ Enjoyment of meeting a variety of new people
- ◆ Working as part of a team
- ◆ New skills and experiences
- ◆ Opportunity for others to learn and benefit from your skills and experiences

WHAT WE WOULD LIKE FROM YOU

The primary role of the volunteer driver will include:

- ◆ Undertaking checks of the vehicles required for the outing.
- ◆ Making sure, they are clean, tidy and fully equipped for the journey.
- ◆ Record keeping and completion of all relevant paperwork.
- ◆ Assisting with the loading/unloading of children/YP from the vehicle including the clamping and securing of the wheelchairs.

With the above in mind we are looking for volunteers who have:

- ◆ Experience of driving minibuses or minibus size vehicles
- ◆ A full, clean driving licence.
- ◆ Willing to undergo relevant training
- ◆ The ability to communicate with a range of people (young people, teachers, teaching assistants, carers.)
- ◆ Be reliable and have a flexible approach.
- ◆ The ability to carry out the role independently with minimum supervision.
- ◆ Physically able to carry out the above.

TIME COMMITMENT

We are looking for a team of volunteers that are willing to be flexible in their availability, although most of our trips are Monday-Friday and within school hours

TRAINING AND SUPPORT

Volunteers will be given full training and an induction and are required to attend an initial mandatory training session that includes Safeguarding, Fire Safety, Manual Handling; and any other occasional training/ information sessions deemed necessary.

Volunteers must also be prepared to undertake regular updating of mandatory training as and when required.

You will find all our staff and volunteers very friendly and approachable, and grateful for any assistance you can give.

RECRUITMENT PROCESS

To apply for this volunteering role, please click on the "apply now" button on the webpage to complete an application form via our website.

On receipt of a completed application form, your application will be reviewed by the recruiting manager. After which applicants may be invited in for an informal interview and if successful will be invited to join our team, following completion of two satisfactory references and an enhanced DBS (Disclosure & Barring Service) check.

OTHER INFORMATION

All volunteering opportunities at Chailey Heritage Foundation will require an enhanced disclosure check by the DBS – this does not mean that you cannot volunteer for us if you have a previous conviction. Chailey Heritage Foundation conforms to all aspects of the Rehabilitation of Offenders Act 1974.

Volunteers are required to abide by all policies and procedures within Chailey Heritage Foundation at all times.

Chailey Heritage Foundation operates a non-smoking policy throughout all its buildings and site, but does provide a designated smoking area.

CONTACT US

For an informal discussion please call our HR team on **01825 724444 Ext. 709**

Thank you for choosing to give your valuable time to Chailey Heritage Foundation