

Families First Volunteer Recruitment Pack – Role Description

Post: Transport Service (Driving) Volunteer

Main Purpose: To offer a professional driving service to the children and adults who use Families First services. You will be required to transport our service users in a sensitive, professional and safe manner, to Families First services and on occasion to their personal appointments.

Accountable to: Transport Coordinator

Key Tasks:

1. In partnership with Families First staff, provide transport to Families First service users to enable them to access the activities we provide.
2. To become involved in the planning development and implementation of the transport service.
3. To be a positive role model for service users at all times.
4. Have an empathetic understanding of people with additional support needs and learn how to manage certain behaviours when needed.
5. Maintain your vehicle to a high standard in accordance within the organisation's Health and Safety policies, Driving policy and Good Practice Guidance.
6. To be aware of local Child and Adult Protection Procedures and to operate within them at all times.
7. To help with the monitoring and evaluation of services by recording activities and maintaining administrative and financial records as appropriate.
8. To support your colleagues by attending Families First meetings and becoming involved in the development of Families First services.
9. To reflect on professional practice and identify personal training needs through supervision with your supervisor.
10. To be an ambassador for Families First and promote the organisation in a positive light whenever the opportunity arises.
11. Families First exists to respond to the needs of families and individuals in the community and many of the tasks and responsibilities are, therefore, unpredictable and varied. It is expected, therefore, that all volunteers will work in a flexible manner when required, undertaking tasks that have not been specifically covered in their role description to support their colleagues.