**VOLUNTEER ROLE DESCRIPTION**

**Title:** **Volunteer Driver**

**Grade/Salary:** **Unpaid**

**Hours:** **Daytime, Evenings and weekends as agreed**

**Responsible to:** **Trauma Informed Practice Manager**

**Responsible for:** **No direct responsibility**

**Location:** **St Paul's Hostel, Tallow Hill, Worcester**

**Special Conditions:** Evening Working

**Security Level:** **Enhanced DBS Check**

**Role purpose:**

* The role of the Volunteer Driver is to provide clients with transport to places, including pre-arranged appointments when Housing Management staff are unable to do so.
* To be available at certain times of the day, as agreed with the allocated staff member, depending on whether the volunteer is providing transport to a regular event or to an individual client appointment.
* Previous experience of working with vulnerable adults is desired, as the volunteer will be required to lone work with clients, but not essential.
* Maintaining our reputation is paramount so you would be required to act as an ambassador for St Paul's and adhere to our policies and procedures

**Main Duties**

* To provide transport to Hostel and Resettlement residents when necessary.

* To communicate with residents effectively and build a positive relationship with those individuals.

* To ensure that any concerns about residents are reported back to the Manager on Duty that day.

* To ensure that residents arrive safely to their allocated destination and to adhere to St Paul’s policies and procedures, including Lone Working and Substance Use policies to keep both the volunteer and other residents safe.

* If agreed by the volunteer, to be contacted at short notice in emergency situations where transport is required but staff aren’t able to provide this.

* To notify the Hostel Manager as soon as possible if circumstances change and the volunteer is no longer able to provide services to St Paul’s.

**PERSON SPECIFICATION**

**Volunteer Driver**

**All jobholders are expected to be able to demonstrate a high level of ability in the core competencies detailed below and to use each and every one in the course of their daily duties.**

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| **ESSENTIAL CRITERIA**  |
| **VEHICLE, LICENSING & INSURANCE** **EDUCATION & QUALIFICATIONS** | Either own or have access to a car that is in good working order and that you are legally permitted to driveHold a full valid Driving License Business Insurance, enabling the carrying of passengers for business purposesN/A   |
| **SKILLS & ABILITIES** | Excellent interpersonal and communication skills Ability to work alongside a wide range of individuals from different backgrounds Ability to keep calm under pressure and to deal effectively with challenging behaviour Ability to make decisions within often challenging contexts Ability to adopt a non-judgmental approach and to treat all individuals with respect, in accordance with St Paul’s Equality & Diversity Policy.    |
| **KNOWLEDGE** | An understanding of Homelessness and the behaviours that homeless individuals may display. Experience of working with others in a team.Experience of working with vulnerable adults. |

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| **CORE QUALITIES** | Clear understanding and commitment to the diverse needs of single homeless people  A non-judgmental approach  A commitment to Diversity and Equality recognising the need for processes and approach to be flexible and inclusive  A commitment to confidentiality and respect for the dignity of others An effective and pro-active team player who will support others willingly and guide those who have less experience A sense of humour and the ability to see challenging situations in perspective   |
| **OTHER** | Willingness to undertake duties as requested by Housing staff.  |