

## Job Description

### Driver

<b>Job Title:</b>	Driver
<b>Reports to:</b>	Senior Driver
<b>Line Management Responsibilities:</b>	None
<b>Key Relationships:</b>	Patients ELF staff and volunteers NHS staff, in particular reception and nursing staff
<b>Place of work:</b>	The ELF Office, Yarty Ward, Royal Devon & Exeter Hospital Due to the nature of the role you will work predominantly off-site travelling to and attending the homes of patients.
<b>Salary:</b>	£10.90 per hour
<b>Hours:</b>	Part Time, 18.75 hours per week to be worked across Tuesdays, Thursdays and Fridays. A working pattern will be confirmed with the successful candidate on appointment.
<b>Basis:</b>	6 months fixed term (November 2023 to April 2024)
<b>Main Purpose of Job:</b> To support blood cancer patients in Devon by managing the ELF transport service, providing lifts to and from medical appointments.	
<b>Main Responsibilities:</b> <ul style="list-style-type: none"><li>• To drive blood cancer patients, sometimes accompanied by relatives or carers, to and from hospital appointments in Devon.</li><li>• Take responsibility for ensuring all journeys are undertaken safely and in line with Charity policy and guidelines, ensuring risk assessments are completed when necessary</li><li>• To respond to enquiries from patients and family members regarding the Transport Service</li><li>• To keep up to date records and carry out administration tasks as needed</li><li>• Occasionally, to cover for the Senior Driver by managing the bookings calendar</li><li>• To comply with ELF's Safeguarding Policy</li><li>• To maintain high professional standards and take regular supervision</li></ul>	
<b>Other Responsibilities</b> <ul style="list-style-type: none"><li>• To follow ELF policy and procedure and Trust procedure when on Trust site</li><li>• To take part in regular development and appraisal meetings</li></ul>	

- To undertake any training required to maintain competency
- To contribute to and work within a safe working environment
- To comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection
- This post has been identified as involving access to vulnerable adults and/or children and in line with policy successful applicants will be required to undertake an Enhanced Disclosure & Barring Service Disclosure Check

**Other**

- Act as an ambassador for the charity
- Respond to queries from the public regarding the charity’s work
- Effectively sign-post enquiries about ELF to the correct colleagues within the organisation
- Occasionally attend meetings or collaboration days at the ELF Offices, Marsh Barton, Exeter
- Work collaboratively with the fundraising team on appeals
- Occasionally we may ask for your support at ELF events or activities outside of your normal working hours, for which time of in lieu will be given

**Person Specification**

<b>Qualifications and Training</b>	Essential	Desirable
Full, clean driving licence, including driving a manual car (Cat B Auto will not be accepted)	*	
Advanced Driver Training – Driving Standards Agency Assessment		*
First Aid Certificate		*
<b>Knowledge/Skills</b>		
Outstanding communication skills	*	
Ability to maintain professional boundaries	*	
Knowledge of safeguarding		*
Good knowledge of local road network around Exeter and Devon		*

IT literate	*	
<b>Experience</b>		
Driving in a professional capacity	*	
Experience of transporting passengers in a professional capacity		*
Experience of leading and developing a service		*
Experience of applying safeguarding and child protection policies and procedures		*
Experience of working in a healthcare setting		*
<b>Personal Attributes</b>		
Flexible and willing to adapt	*	
Friendly and approachable	*	
Self-motivated and self-directing	*	
Effective team working	*	
Able to manage and prioritise your own workload, and support others to do the same	*	
Empathetic	*	