



**job application
pack**

stronger · healthier · more active communities

VISION

Our vision is clear and ambitious:
Stronger, Healthier, More Active
Communities

MISSION

To work with Fleetwood Town Football Club
and our key partners to inspire, empower,
and help individuals and communities to
improve their physical health and
mental wellbeing

VALUES

- Trust- We will always be open , honest, transparent and reliable.
- Commitment- We are steadfast in our dedication to our community, partners, and participants.
- Inclusivity- We will always strive to provide a platform of opportunity for all.
- Teamwork- We will always support each other, and foster lasting two-way relationships.
- Inspiration- We will provide leadership, hope and opportunity through innovation.

Job Vacancy

Minibus Driver

Job Title: Minibus Driver

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY5 4HX

Salary: Competitive

Employment Type: Casual

Reports to: Sports College Manager

Hours of work: Wednesdays, with the potential to support other projects

Overview of Company: Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programmes which aim to make a difference to the lives of people within our communities.

Purpose of Position:

The Trust are looking for casual minibus drivers to transport students who are studying on education programmes. Community Trust minibuses will be provided to the driver to use and drivers will be insured through the Trust's policy.



Key Responsibilities:

- Transport post-16 students to sports activities within the North West region.
- Ensure that the minibus is kept clean and in good condition completing pre drive checks.
- To comply with Fleetwood Town Community Trust policy and procedure, including Health & Safety.
- To ensure the welfare and safety of all students and staff in the vehicle.

Skills and Qualifications Required:

Essential:

- A Full and Clean UK Drivers License
- A Category D1 license (To drive a minibus)
- A valid DBS, or be willing to complete

Desirable:

- First Aid and Safeguarding certificate

Other Requirements:

Essential:

- Positive attitude to work & dedication to making a difference



General Responsibilities:

Health and Safety

To take reasonable care for the health and safety of oneself, other employees and members of the public who may be affected by your acts or omissions at work

To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the company to perform its civil and statutory obligations in relation to Health and Safety

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications whilst striving to deliver first class customer service

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations

Self-Development

To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

Teamwork

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary

Employee Relations

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole



General Responsibilities (continued):

Equal Opportunities and Harassment

To cooperate with measures introduced to ensure there is equality of opportunity in employment.

To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.



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STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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community
trust