

**Application Pack**

**Driver**

Dear Applicant,

**Re: Driver**

Thank you for your interest in working for The Junction. Within the application pack you will find a Job Description, Person Specification, Equal Opportunities Monitoring Form.

The Junction is a respected charity working to make a difference to the lives of children, young people and their families.

We are looking for a suitability qualified and exceptional person with the ability, commitment and passion to support young people.

We are proud of our reputation and believe that all our workers are key to establishing positive relationships, building trust, self-belief, a sense of family and belonging.

When writing your application please ensure you address to person specification provided and highlight any information excess of the criteria. If you would like to discuss the requirements of the post, please contact Jamie Poole, Charity Business Manager on 01642 756000 or via email at [Jamie.poole@thejunctionfoundation.com](mailto:Jamie.poole@thejunctionfoundation.com)

Once you have checked that you meet the person specification below, please email your completed application and equal opportunities monitoring form to [recruitment@thejunctionfoundation.com](mailto:recruitment@thejunctionfoundation.com) or alternatively post to The Junction Westfield Farm, The Green, Dormanstown, Redcar, TS10 5NA.

We do not accept CV’s full pack to be completed.

The post is subject to relevant safeguarding procedure which includes a satisfactory Disclosure and Barring Service check.Shape We look forward to receiving your application.

Yours faithfully,

Beth Major

Chief Executive Officer

**Why work for The Junction?**

**Pension**

We contribution 5% of your equivalent salary into your pension scheme for all eligible posts.

**Staff Wellbeing Programme**

Our staff Wellbeing Programme, provided through Simply Health, provides money back on health related treatments such as optician costs, dentist fees, physiotherapy and alternative therapies, so you aren’t left to foot the bill.

**Counselling Helpline**

We provide access to 24hr Counselling Helpline support so you are never left to struggle if life becomes tough.

**Counselling Face-to-Face**

In addition to the helpline we provide access to 6 sessions of face to face counselling

**Generous Holidays**

Our generous holiday entitlement of 6 weeks per year plus bank holidays means you can balance your work and home life commitments.

**Loyalty Holiday Bonus**

We reward loyalty by offering colleagues 1 extra days holiday for every completed holiday year up to a maximum of 5 additional days. Increasing holiday entitlement to 7 weeks per year plus bank holidays for 5 completed holiday years.

**Staff Development**

We have a history of growing our own talent and we develop and support staff to expand their knowledge and take opportunities that become available.

**Making a Difference**

By being part of an extra ordinary team we work together to help transform the lives of local children, young people and families.

**Within The Junction**

There are a range of services within The Junction all working towards shared goals and all focused on making a difference to the lives of children, young people and their families, including:

* Youth Employment Services
* Young Carers’ Services
* Youth Services
* Children and Young People’s Emotional Wellbeing and Mental Health Services
* Children and Young People’s Specialist Transport Services

We pride ourselves on being able to provide multiple specialist services ‘under one roof’ with each service interacting together to provide the best possible seamless service to children and young people. We employ multi-disciplinary teams of professionals with backgrounds in psychology, social work, counselling, youth work and youth unemployment as well as other qualified and experienced practitioners who:

* Understand the issues facing children and young people
* Have the skills to effectively support them
* Can deliver outcome focused interventions

We have developed a unique service delivery model to ensure that clients are able to access a service that supports their individual needs. However, the ethos of The Junction ensures our services do not work in silos, although we recognise the need for service identities and separate lines of accountability to stakeholders.

All of our services are person-centred, outcome-focused and outcome-driven with an increased need to evidence the impact our services have on children, young people and their families.

**Expectations and Job Description**

It is essential that everyone who works or volunteers for The Junction recognises how their efforts help us make a difference to the lives of so many children, young people and families who are in need of our support. It is equally important that everyone is conscious of how their role supports the Vision and Mission of The Junction and that everyone can feel a sense of pride in their work.

We are very protective of our reputation of putting children and young people at the heart of everything we do and we have a clear expectation that all of our workers believe in and work to the Values and Key Principles of the organisation.

**Vision**

Our vision is a world where no child, young person or family is left to struggle. We want a world where there is always someone to talk to.

**Mission**

To empower children, young people and their families to embrace life with confidence, facing life’s challenges in a positive way.

|  |  |
| --- | --- |
| **Values** | **Key Principles** |
| We listen | Children and Young People are at the heart of everything we do |
| We genuinely care |
| Our workers are the key to building strong, positive relationships |
| We don’t judge |
| We empower |
| Working in partnership to make change happen |

**Working within The Junction’s policy environment**

All staff and volunteers within The Junction are expected to work in accordance with the policies, practices and procedures of the organisation. Key to this approach is a commitment to promote and safeguard the welfare of children, young people and vulnerable adults, as safeguarding is everyone’s responsibility. Similarly, all staff are expected to demonstrate a commitment to promoting and valuing diversity, being prepared to challenge the use of discriminatory language and to support and encourage non-discriminatory practice.

**Personal Development**

All staff are expected to make a commitment to their own personal development, partaking in personal development opportunities and undertaking training, supervision and appraisal as required and to support the personal development of others, particularly apprentices.

**JOB DESCRIPTION**

**JOB TITLE:** Driver

**HOURLY RATE**: £10.42 per hour

**HOURS:** Variable – please contact Jamie Poole Charity Business Manager for further information

**CONTRACT TYPE:** Variable

**RESPONSIBLE TO**: Charity Business Manager

**PURPOSE:** To transport children and young people to and from locations across the Tees Valley as directed, in a safe and professional manner.

**SUPPORT:** Day-to-day support and regular supervision will be provided by the Charity Business Manager.

**DUE TO THE NATURE OF THE BUSINESS AND INSURANCE PURPOSES CANDIDATES MUST BE AGE 30 OR OVER.**

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

* Transport children and young people following arrangements made with parents, guardians and/or professionals
* Safeguarding children and young people by reporting any observations and/or concerns immediately.
* Plan efficient and safe transport routes, taking into account the time of day and weather conditions.
* Take responsibility for the vehicles’ care and maintenance in conjunction with the Admin Team.
* Ensure vehicles are clean and tidy before and after use.
* Report any vehicle faults or concerns immediately.
* Have a full working knowledge of and ensure compliance with The Junction’s handbooks, policies, procedures and guidance.

**CHILD CARE PRACTICE:**

* Ensure the effective and safe passage of each young person whilst within your care.
* Ben sensitive to the needs of the children, young people and carers, taking account of their race, culture, language and religion.

**PERSONAL DEVELOPMENT:**

* Participate in relevant professional driving training.
* Participate in relevant training, including safeguarding, mental health first aid etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Specification** | **Essential** | **Desirable** | **Proposed Selection Method** |
| **Qualifications and Training** | | | |
| Full, clean driving licence with B entitlement | X |  |  |
| A full D1 (or D) PCV entitlement to drive a mini bus for hire and reward |  | X |  |
| Advanced driver training |  | X |  |
| **Experience** | | | |
| Post qualified driving experience of no less than 6 months | X |  |  |
| Previous experience of transporting clients for schools, local authorities or voluntary organisations |  | X |  |
| Experience of forming positive relationships with young people | X |  |  |
| **Knowledge, Skills and Abilities** | | | |
| Knowledge of issues and barriers that vulnerable young people face |  | X |  |
| Knowledge of relevant laws, regulations and safety procedures | X |  |  |
| Excellent verbal communications skills | X |  |  |
| Knowledge of the local area (Tees Valley) | X |  |  |
| Good organisational skills and the ability to manage last minute changes | X |  |  |
| Ability and willingness to undertake further training and development | X |  |  |
| Ability to work with partner organisations from the public, private and voluntary sectors | X |  |  |
| Ability to apply logic to problem solving | X |  |  |
| Good interpersonal skills, with the ability to develop positive relationships with young people | X |  |  |
| Ability to follow all Health and Safety procedures, including daily vehicle checks | X |  |  |
| A commitment to the highest standards of customer care | X |  |  |
| Excellent concentration  Understanding of the risks involved in working with vulnerable individuals | X |  |  |
| Understanding of the risks involved in working with vulnerable individuals |  | X |  |
| **Work related circumstance** | | | |
| Willingness to work flexible hours, including some evenings and weekends | X |  |  |
| Demonstrate an understanding of professional boundaries and appropriate relationships with people and other professionals | X |  |  |
| Commitment to The Junctions core values | x |  |  |
| **Equal opportunities and Diversity** | | | |
| Commitment to pursue Equal Opportunity and Non-Discriminatory practice | X |  |  |