



Wythenshawe Good Neighbours Volunteer Drivers Scheme Assistant

2-year fixed term contract

Hours: 21 hrs per week (over 3 days)

Salary: £12,558 per annum:

(£11.50 per hour, FTE £20,930)

Workplace pension (employer contributes: 3%)

Working mileage: 45p per mile

About Wythenshawe Good Neighbours:

Wythenshawe Good Neighbours (WGN) is an established community initiative in Wythenshawe. It's run by a small team, with support from volunteers. Our ethos is to promote a positive attitude to ageing, volunteering and contributing to the local community. We aim to inspire, invest in and include older residents, so that they can benefit from the many services, facilities and opportunities that Wythenshawe has to offer them. Our core objective is to promote wellbeing and reduce social isolation in later life by supporting older people to connect to their community. The group's work is embedded in the Age Friendly Manchester strategy.

WGN does this through activities such as: a social eating programme in local venues; trips out; a regular newsletter; a practical resilience resource; information/skills-sharing opportunities and sign-posting to local services, activities and events. **From 2023, this will also be achieved through WGN's Volunteer Drivers Scheme, developed as an accessible way to support our older members with getting to/ from appointments, organised activities and social engagements across Wythenshawe.**

Rationale:

The Wythenshawe Good Neighbours Volunteer Drivers Scheme will offer an affordable transport service operating across Wythenshawe. It will be available for our members (aged 50+) who are unable, or find it difficult, to use public transport. The new Volunteer Drivers Scheme Assistant will support the extension/development of our Volunteer Drivers Scheme in years one and two of the project. The role will help us to build capacity in the team. Working with the Manager and Resilience Project Coordinator, they will contribute to the recruitment campaign for more volunteer drivers, the set-up of our Drivers Scheme, CRM software, the creation of a new volunteer drivers' handbook and launching the scheme in year one. In year two, they will work with the team to grow, monitor and evaluate the scheme, including ongoing volunteer recruitment, retention and training.

The applicant must be the owner driver of a vehicle and be willing to use their own vehicle for this role. The applicant will have a clean Driving Licence and be the named driver on appropriate insurance for that vehicle. Vehicle safety requirements and valid insurance must be in place.

Primary Purpose of the Role:

- To support the setup of the Wythenshawe Good Neighbours Volunteer Drivers Scheme: a Manchester City Council 'Supporting Communities' funded project.
- To support associated administration, monitoring and development of the scheme.
- To contribute to the recruitment and retention of volunteer drivers.
- The role will require the successful applicant to use their own vehicle to provide a door-to-door, flexible transport service, as booked through the WGN Volunteer Drivers Scheme.

The post holder will receive 45p per mile when they are driving for WGN Volunteer Drivers Scheme, as reimbursement of the cost of petrol and to support the costs of maintaining their vehicle.

Main Duties and Responsibilities:

- To support the Manager and Resilience Project Coordinator in setting up, launching, monitoring and growing the newly developed WGN Volunteer Drivers Scheme.
- To be a confident and careful driver for the scheme.
- To maintain an efficient office environment, answer queries and telephone calls made to the Volunteer Drivers Scheme service in a timely and effective manner.
- To comply with Wythenshawe Good Neighbours' operational policies and procedures when engaged in any project business.
- To report regularly to the Project Manager.
- To communicate effectively with people from diverse backgrounds.
- To have an empathy with our target group.
- To work with associated partners, networks, stakeholders and funders.
- Any other duties as required for the fulfilment of the role.

Some evening and weekend hours may be required occasionally.

The above duties are a guide to the nature of the work the post holder will be involved in but, as the project evolves, so will the role – both in terms of project development and personal development of skills.

Deadline for applications: 5pm, Wed 7 June 2023. **Interviews:** Mon 12 June 2023 only.

For an Application Pack/to discuss the role: please contact Samantha Days, WGN Project Manager: **Email:** assist.thegpprojects@outlook.com **Mobile:** 07816 960025

Visit our website: www.wythenshawegoodneighbours.com

Twitter: [@WGN_Community](https://twitter.com/WGN_Community)

Facebook: www.facebook.com/wythenshaweneighbours

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WGN Volunteer Drivers Scheme Assistant

Person Specification

Factor	Essential (E) Desirable (D)	Interview (I) Application Form (AF)
Qualifications:		
1. GCSE English and Maths (A-C) or (9-4)	D	AF
2. Demonstration of this level	E	AF
3. Full and clean UK Driving Licence	E	AF
Experience:		
1. Volunteer driving	D	AF/I
2. Project delivery	D	AF/I
3. Microsoft Office Suite	E	AF/I
4. Customer Relationship Management (CRM)	D	AF/I
5. Working with older residents aged 55+	D	AF/1
Knowledge:		
1. Geographical knowledge of the Wythenshawe area	D	AF/I
2. Knowledge of social and legal framework around services for older people including The Care Act	D	AF/I
3. Working knowledge of how community initiatives work.	D	AF/I
4. Knowledge of local health and care services both statutory and voluntary	D	AF/I
Skills and Abilities:		
1. Confident driving with passengers	E	AF/I
2. Ability to communicate effectively with older people from diverse backgrounds	E	AF/I
3. Ability to communicate effectively with volunteers and other third party organisations	E	AF/I
4. Good time management	E	AF/I
5. Ability to work in a fast moving and reactive environment	E	AF/I
6. Ability to work flexible hours with some evening/weekend work (with notice given).	E	AF/1