



## JOB DESCRIPTION

**PLACEMENT TITLE:** Casual Minibus Driver(s)

**DEPARTMENT:** Support and Welfare

**REPORTS TO:** Academy Manager

**LOCATION:** Chippenham and other venues as required

**HOURS:** Monday – Friday (08:00 am – 10:00am/1pm – 2pm) plus ad hoc away fixtures

**SALARY:** £10.21 per hour plus free complimentary tickets to home games)

Chippenham Town Academy. A young, progressive and innovative Academy. An Academy that is starting to be recognised for its consistent achievements with player development in the South West. 2023/24 will be our eighth and most important season to date – and our Academy is only as good as the staff who work within it.

The Academy is now looking to recruit professional and presentable casual drivers (aged 25 or older for insurance purposes) who have a valid driving license (D1) to support the logistical operations of the Academy and its players. This role is an important part to the clubs vision of creating a core of Academy based players within the first team.

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### Job description

To support the logistical operations of the Academy and its players by transporting players to training and games on the clubs minibus.

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### Key responsibilities

- Driving a CTFC Vehicle or Minibus to transport players to and from training.
- Driving a CTFC Vehicle or Minibus to transport players to and from fixtures.
- Responsible for the Health & Safety, comfort and welfare of players in your care
- Carrying out daily and weekly vehicle checks and to carry out basic maintenance
- Report any vehicle defects, faults, incidents and accidents
- Ensuring the vehicle is in a clean and roadworthy condition before and after use
- Refuelling vehicles as required
- Covering for absent colleagues
- Maintaining company image: working attire should be worn at all times and kept in a clean and tidy condition
- Working within Health & Safety guidelines and Drivers Code of Conduct
- To attend Monthly Operations Meetings
- To possess and develop a working knowledge of Safeguarding children regulations in line with Company policy & procedures

### General responsibilities

- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

### Safeguarding



- This role carries a specific safeguarding responsibility. I uphold the Club's commitment to safeguarding vulnerable Certification.

-holder is required to apply all relevant policies and ul candidate must hold or be prepared to undergo full DBS

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### Key relationships

- To report to and work closely with the Lead Physiotherapist and the Head of Academy
- To work closely alongside all other Academy staff in support of each players development, as a member of Sports Science Team.
- To ensure positive relationships with players.

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### Scope of job

- This position may have a flexible working week and may include duties outside normal office hours including evenings, weekends and on public holidays.
- This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Chippenham Town Academy.