



JOB DESCRIPTION

JOB TITLE: Casual Driver

DEPARTMENT: Academy Logistics

REPORTS TO: Logistics Coordinator

LOCATION: CFA

DATE: 2019

Job purpose

To transport players, families, trialists and any other transport requirements within the Academy ensuring that the safety and welfare of all players, staff, families and guests is always maintained.

To ensure all transport policies and procedures are adhered to.

Key responsibilities

- Transport scholars to and from CFA and home addresses.
- Transport players on the Hybrid programme from school to CFA (Tues & Thurs)
- Transport players living with host families from CFA to various addresses.
- Airport transfers for players, families and tour squads.
- Transporting players and staff around local area including Piccadilly Train Station, St Bede`s College, and various Manchester hotels.
- Transporting injured players to and from medical appointments at various hospitals and medical centres.
- Meet, greet and accompany trialists and prospective signings and their families as required when they visit Manchester. Ensuring a world class first impression is given to the trialists and their families.
- To provide a safe and efficient transport environment for all guests, staff, families and players of the academy.
- Ensure all current driving legislation is adhered to and that the services delivered to all passengers are of the highest standards.
- To produce work of the highest standards, with excellent attention to detail.
- To ensure vehicles are maintained to a high standard (any faults are reported, and the vehicles are kept clean and tidy) and all relevant documentation is kept up to date.
- To work and behave in line with the academy values.
- Any other duties as determined by the Logistics Department and Head of Operations and Development.

General responsibilities

- Compliance with Club policies



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

Key relationships

Players and players’ families
Academy Staff

Scope of job

- Deliver a first-class service for all transport needs.

Summary

The chosen applicant(s) will work on a casual basis. The driver has the right to refuse the work offered, but ideally, we are looking for someone that is flexible and willing to work unsocialble hours when required. Occasionally we might offer full days, but the majority of work will be 2-3 hours, but this isnt garaunteed.

Person Specification

Job Title: Casual Driver

Department/Location: Logistics Department - Academy CFA

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Clear and concise knowledge of Manchester and its surrounding areas.

Desirable

- Experience of professional driving
- Reside within the Greater Manchester area

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Good communication skills.



- Personable and friendly manner.
- Confident and experienced driver
- Excellent attention to detail.

Desirable

- Basic understanding of spoken languages such as French, Spanish and Italian.

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Highly self-motivated and able to be reactive and flexible.
- Ensuring Confidentiality always.
- Be an Effective team member

Desirable

Basic I.T. Skills

Experience: proven record of experience in a particular field, profession or specialism. Any period of work required must be appropriate and not excessive.

Essential

- Up to date C.V.

Desirable

- Experience in transportation of children
- Experience meeting and greeting people in a professional manner.

Qualifications: the level of educational, professional and/or occupational training required

Essential

- Must be over the age of 25 with at least 2 years driving experience.
- Clean driving license with D1 category.
- Valid passport
- Authorisation to work in the UK
- DBS check (Safeguarding)

Desirable

- Advance or secure driving certification

