



## **We are recruiting for a new Transport Co-ordinator**

### **JOB ADVERT**

**Title:**

Transport Co-ordinator

**Company:**

Transport 17 is a volunteer – driven charitable company founded in 1984 and based on Baslow Road, Totley S17 4DR. It is a share holding body; the members (83) directly elect a Management Committee. The company's main aim is to offer a transport service for older people who cannot use other forms of transport to get out and about in order to socialize thereby reducing their isolation and helping to improve their quality of life. Currently the core service is transport to lunch clubs with the plan to develop further opportunities in the future. In March 2020 three mini buses were in operation. T17 is a partner in the People Keeping Well, SW Sheffield Network. Fairness and equality are important aspects of T17's work. All drivers and passenger assistants are volunteers who enjoy working in their local community with older people.

**The Post:**

Initially a six-month temporary contract with the prospect of a permanent contract, 37.5 hours per week Monday to Friday 9.00 – 4.30. Some flexibility is required for occasional evening and weekend work; some working from home may be an option. Holiday entitlement is 27 days + statutory holidays. The post attracts a salary of £21,000 pa. A clean driving license is required + the appropriate categories to drive a mini bus.

**For further details please leave a message on 0114 2362962, e-mail**

**[admin@transport17.co.uk](mailto:admin@transport17.co.uk) or visit [www.transport17.co.uk](http://www.transport17.co.uk)**

**To apply, please send a covering letter and CV to Transport 17, 172 Baslow Road, Totley, S17 4DR or e-mail to [admin@transport17.co.uk](mailto:admin@transport17.co.uk) for the attention of The Management Committee. The closing date for applications is October 9<sup>th</sup> 2020 by 5.00pm at the latest. Interviews will be held the w/b Monday 19<sup>th</sup> October 2020.**