



## **Transport 17 Coordinator**

A detailed Job Description and Person Specification is available separately.

In summary, the Transport 17 Co-ordinator will require the ability to:

- demonstrate good communication skills including written, verbal & IT skills.
- take responsibility for overseeing the day to day upkeep and regular maintenance of the buses. A clean driving license stating eligibility to drive a mini bus.
- demonstrate effective organisational skills including facilitating meetings, writing reports for internal use and external stakeholders, arranging work rotas, carrying out risk assessments
- develop new business opportunities together with writing potential bids.
- supervise volunteers in a supportive manner highlighting training needs for self and volunteers with particular reference to the appropriate laws and regulations eg Health & Safety, Equal Opportunities, Safeguarding of Vulnerable Adults, Risk Assessments.
- analyse customer and passenger satisfaction surveys, deal with any complaints and highlight areas of concern and best practice
- work as a team player using common sense and initiative whilst setting and maintaining appropriate boundaries.
- set appropriate outcomes and encourage successful completion.
- develop and maintain relationships that inspire trust and respect.