

Futures in Mind

Volunteer Driver Role Description



Role Volunteer Driver

Supported by Service Coordinator

Location(s) Driving to specified locations.

Purpose of the Role

- To liaise with Futures in Mind staff regarding the daily/weekly driving requirements.
- To assist in keeping accurate records of attendance and significant interactions with service users.

Responsibilities

- To ensure vehicle maintenance checks are completed prior to travel; and report any faults, defects or concerns to the Team Manager.
- Adhere to all Phoenix Futures policies and procedures for volunteers.
- To treat Futures in Mind staff and service users fairly and respect confidentiality.
- Be willing to drive the service fleet vehicles, and support the wider Phoenix Futures services across Essex localities with any driving requirements.
- To accurately record all journeys made in Futures in Mind vehicles.
- To accurately record any information required for administration purposes.
- To liaise with relevant other agencies where appropriate.
- Ensure the Community Code of Conduct is known and adhered to.
- Be an ambassador for Futures in Mind in your community.
- To attend team meetings, training and supervision as required.

Person Specification

- To be a qualified driver with a current driving licence.
- Be willing to undertake training, and continue your own professional development
- Be in recovery from substance misuse, and/or stable with your own mental ill health
- Awareness of confidentiality, disclosure and professional boundaries
- Good people skills.
- A friendly and approachable manner.
- Non-judgemental and inclusive attitude to all people involved with Futures in Mind.
- Basic administration and money handling skills.
- Willing to have enhanced DBS check for working with vulnerable adults.

Role Benefits

- Increased personal confidence and self-esteem.
- To be part of an exciting and innovative service.
- Volunteering is a useful addition to your CV or application for further education opportunities.
- Helping to have a sense of purpose and regular routine.
- Receive regular supervision for support and guidance.
- Potential to receive further training to enhance your skills and own personal development.
- Personal satisfaction from helping others in their journey of recovery.
- Giving something back to the community that has supported you.
- Develop new skills, and enhance existing attributes.
- Make new friends and feel a part of your community.