



## **THINKING DIFFERENTLY**

Scottish Charity No. SC 007421

### **JOB DESCRIPTION**

- POST:** Minibus Driver
- HOURS:** Hours available between 2pm & 4pm Monday to Friday for our Afterschool Club. Additional hours may be available.
- This is currently on a sessional contract.**
- BASE:** 35 Carnie Drive, Aberdeen
- RESPONSIBLE TO:** Team Leaders / Service Manager
- SALARY:** £11ph
- CLOSING DATE:** 12 noon, Friday 24<sup>th</sup> November 2023
- INTERVIEW DATE:** Planned to take place on Monday 4<sup>th</sup> December 2023 at our head office in Carnie Drive, Aberdeen
- HOW TO APPLY:** Submit CV with covering letter, detailing how you are the right person for this role & fit the essential & desired criteria to Shona Howie at [jobs@a-nd.org.uk](mailto:jobs@a-nd.org.uk)

### **WORKING WITH A-ND**

Established in 1989, Autism & Neurodiversity North Scotland (A-ND) has been providing services for autistic and neurodivergent individuals of all ages and their families throughout Grampian for over 30 years. We continue to develop and grow our services to ensure we are leaders in autism specific and neurodiverse support throughout Grampian and north Scotland. The role of Team Leader is an important role in helping shape our services and future, with significant opportunity for progression for the right candidate.

At Autism & Neurodiversity North Scotland (A-ND), formerly known as Grampian Autistic Society, we strive for a world of fulfilling and happy lives for those who think differently.

We are a key provider of autism and neurodiverse specific support throughout the North of Scotland, and work hard to create opportunities for autistic and neurodivergent people, and their networks, to realise their full potential and transform the world we live in.

We are committed to ensuring the right support for each child, young person and adult is created by providing the practical and emotional care and support they need.

## **ABOUT OUR SERVICE**

Our children and young people services are key in providing autism specific support, short breaks and early intervention for our children, young people, and their families.

Currently consisting of a Playscheme in Aberdeen and Outreach Support Services throughout Aberdeen City, Aberdeenshire and Moray, our children and young people services are in high demand, and the need for our autism and neurodiverse specific support continues to rapidly grow.

For our Aberdeen Playscheme, we are registered to deliver a day care of children service for children and young people from the age of 4 up to 18 at our newly refurbished premises (April 2022), in Carnie Drive, Aberdeen. Additionally, we provide support groups and support services within the community, within schools and within the homes of children and young people who use our Outreach Service.

Launching our new strategic plan for 2022 -2027 at the end of April 2022, we know we need to do more to ensure we reach the children and families who need our support, including expanding our current services and developing new ones throughout North Scotland.

## **GENERAL PURPOSE**

To drive A-ND's minibus, transporting people we support and staff from School to our facilities at Carnie Drive. The driver is responsible for the condition of the minibus and the safety of all the passengers.

## **MAIN DUTIES AND RESPONSIBILITIES:**

- To safely drive our minibus to and from planned locations.
- To carry out regular safety and maintenance checks of the minibus, reporting any faults, repairs or concerns to the team leaders in a timely manor.

- To keep accurate records required for the operational running and maintenance of the bus.
- To ensure standards of confidentiality are maintained at all times in line with A-ND policy and procedures.
- To work in a flexible manner.
- To work positively and effectively with other members of the team & liaise effectively with agencies, colleagues, stakeholders and partners.
- To keep the minibus clean, tidy and to a high standard. The driver must ensure there is enough fuel for the following day, (never less than a 1/2 tank of fuel).
- To know the location of the fire extinguisher and first aid box.
- To check the contents of the first aid box and keep stock replenished
- To ensure emergency exits and gangways are kept clear.
- To ensure all passengers wear seat belts.
- To keep to Highway code when driving the vehicle.

## PERSON SPECIFICATION

<p><b>Knowledge &amp; Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Drivers must be between the age of 25 and 70 for insurance purposes.</li> <li>• Drivers must have held a valid drivers licence for a minimum of a two year consecutive period and be a holder of a current PCV, category D, category D1 licence or hold a valid MidDAS Certificate</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience &amp; understanding of autism (personal or professional)</li> </ul>
<p><b>Working With Others</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Promotes collaborative &amp; inclusive team working</li> <li>• Promotes equality &amp; diversity</li> <li>• Promotes, models &amp; supports culture where individuals are treated with dignity &amp; respect</li> </ul>
<p><b>Communication</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• A good verbal communicator</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourages &amp; supports a two-way communication with all stakeholders, creating &amp; promoting an environment where individuals are comfortable to express their opinions openly</li> <li>• Actively contributes to a culture that embraces change</li> </ul>
<b>Managing Self</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to remain calm, positive &amp; solution focused in stressful situations</li> <li>• Completes timely internal &amp; external records accurately</li> <li>• Ability to work on own initiative &amp; lone working when required</li> <li>• Ability to work flexibly as required to support people in different locations &amp; with regard to days &amp; times</li> <li>• Ability to manage own stress &amp; employs appropriate coping strategies</li> <li>• Models &amp; promotes personal integrity</li> <li>• Ability to adapt communication &amp; approach appropriately to suit different people, cultures &amp; situations</li> </ul>

*A-ND operate an equal opportunity policy and commit to treating all our candidates and jobseekers fairly. We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*