

Community Transport Coordinator

Department:	Customer Local Services
Section:	Local Services – Disability & Inclusion
Reports to:	Disability & Inclusion project manager
JE Ref:	CLS1016
Grade: CS06	JE Date: 05/04/2023

Job purpose

The **Community Transport Coordinator** will be responsible for the day to day running of the community transport service and be instrumental in facilitating a service that provides a safe, pleasant, and efficient system for the individuals who use it.

Responsible for the co-ordination of the Community Transport Service ensuring service users are knowledgeable in accessing the system, risk management, knowledge of the island.

The post holder will need to monitor the volunteer driver's database to ensure that there are enough drivers for when they are required.

Job specific outcomes

The **Community Transport Coordinator** will take initial responsibility for setting up and implementing the service with the support of Bosdet, EVie and the disability & inclusion team. This will require the establishment of a fully itemized vehicle database, engagement and understanding of availability of volunteer drivers and the EVie system to track and coordinate vehicle usage.

Therefore, this would require the coordinator to:

Set up scheme: Responsible for the set up and implementation of the Service under the direction of the D&I team, Bosdet and EVie

Driver Database monitoring. Monitor the number of drivers on the database ensuring that there are enough drivers for the demand. Ensure drivers qualifications are to up to date and where required training is coordinated for MIDAS through Liberty Bus Responsible for ensuring all drivers are knowledgeable in the guidelines and expectations of the scheme.

Vehicle database monitoring: monitor vehicle requests, support organisations to allocate vehicles and drivers, keep up-to-date records of issues, sharing as required. There will be a need to identify patterns of operation by monitoring vehicle hireage and recognising times were there are vehicle availability shortages.

Monitoring learning and evaluation: Monitor the initiative to ensure efficiency and effectiveness is maximized, whilst providing an analysis at key milestones to evaluate the value of the initiative. Producing regular reporting at key agreed times: Identifying where costs savings can be made.

Promotion & marketing: For the schemes success there needs to be wide level of awareness of the scheme so that its service is maximised. The post holder will need to increase opportunities to showcase the schemes value to the island, using relevant meetings, forums, conferences, and different forms of media. There will be a need to use social media to provide updates.

Networking: An underlying requirement will be to develop strong relationships with relevant third sector organizations to encourage the use of the scheme.

Disability & Inclusion team engagement. Support the disability and inclusion team in the broader delivery of the disability and inclusion strategy. The post holder will bring learning from community transport to influence decision making.

Statutory responsibilities

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

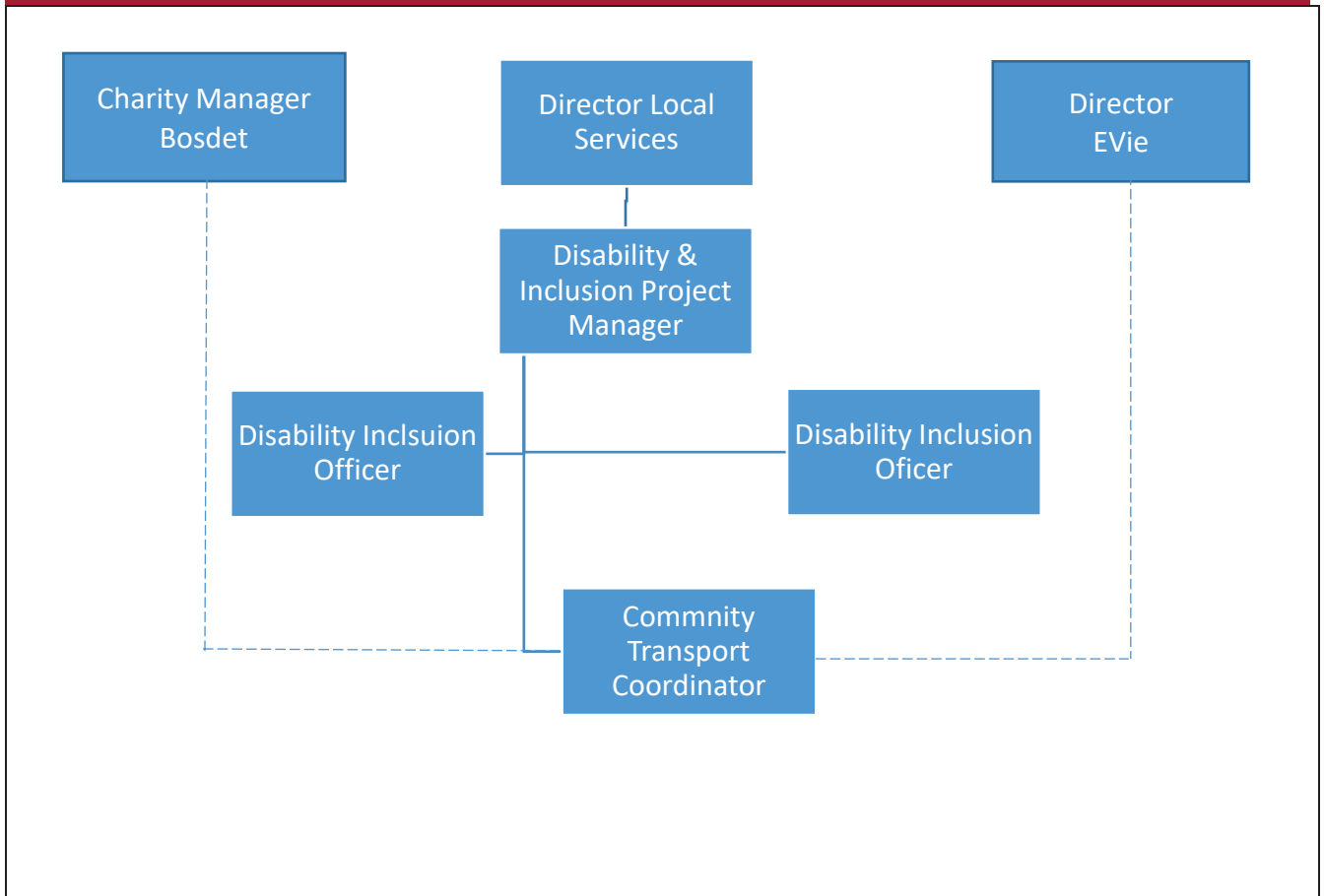
Organisational structure

Whilst the position will formally sit within the disability & inclusion team the post will be based at the Bosdet Foundation and work daily with that team. However, there will be a requirement to report on key agreed issues to the disability & inclusion lead and the charity manager at Bosdet and Director of Evie as reflected by the dotted lines in the below diagram.

Government Departments



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	GCSE in English and mathematics	
Knowledge	H&S certificate or commitment to complete this within 1 month of commencement of position	Understanding of minibus vehicles make and models, adaptive vehicles, community transport schemes
Technical / Work-based Skills	D1 driving license. <i>Detailed knowledge of Jersey</i>	
General Skills/Attributes	Must be able to work independently. Interpersonal Skills Very Good communication skills and be customer focussed	
Experience	Proficient Administration, logistics, good working knowledge of databases. and general IT skills	

Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.