



Organisation	Preston North End FC
Position	Part-Time Minibus Driver.
Salary	Depending on qualifications and experience.
Location	Various locations locally and nationally.
Type of Contract	Part time and on a casual basis.
Job Reference	PNE1036
Closing Date	Friday 9 th March 2018 at 12 noon.

Preston North End Football Club are looking for a qualified experienced PCV driver to drive a minibus with up to 16 passengers. Qualified licence holders are required to have a full PCV (Cat D) licence with a valid CPC card (Certificate of Professional Competence).

The position is to start as soon as possible, subject to a Disclosure and Barring Service check (DBS).

The successful applicant will be responsible for transporting private groups of young people and staff to and from various local and national locations on an ad-hoc basis as and when required.

Experience of forming positive relationships with young people is desirable as well as excellent customer service skills.

Contractual Status:

Part-time casual basis.

How to apply:

The closing date for this position is Friday 9th March 2018 at 12 noon and applications can be sent via email to jobs@pne.com or via post. Please include the job reference PNE 1036.

Please complete the application form and send along with a covering letter via email to jobs@pne.com, clearly stating reference PNE 1036.

Please also complete the equal opportunities monitoring form and return to the address below in a sealed envelope. Full details and the required forms can be downloaded below.

FAO Business Development Manager

Preston North End Football Club
 Sir Tom Finney Way
 Preston
 PR1 6RU

Interview Dates:

Interviews will take place shortly after the closing date.

The role is subject to two work references and a satisfactory DBS check.

JOB DESCRIPTION

1.	Job Title	Part-Time Minibus Driver.
	Salary	Depending on experience.
	Hours of Work	Your hours of work will be determined by the needs of the business but there may not be a regular pattern. These hours will include evenings and weekends.
	Location	Various locations locally and nationally.
	Responsible To	Preston North End Academy and Preston North End Community and Education Trust.
	Responsible For	N/a.
	Contractual Status	Part-Time Casual.
2.	Overall purpose of the Job	The overall purpose is to transport young people and staff to and from various locations locally and nationally in a safe and professional manner, as directed. Some of the transportation will be for the Academy players to and from fixtures on an ad hoc basis at weekends as well as week days.
3.	Principle Duties and Responsibilities	<ul style="list-style-type: none"> • To plan efficient and safe transport routes taking into account the time of day and weather conditions. • Be responsible for the vehicles care and maintenance in consultation with your line manager. • Ensure vehicles are clean and tidy before and after any use. • Report any vehicle faults or concerns immediately.

	<ul style="list-style-type: none"> • Transport children, young people and staff following arrangements with the Academy Manager and Head of Community and Education Trust. • Ensure the vehicle is kept clean and well maintained. • Willingness to work flexible hours including evenings and weekends. • Report any observations and/or concerns regarding children and young people immediately. <p>Child Care Practice</p> <ul style="list-style-type: none"> • Ensure the effective and safe passage of each child or young person whilst within your care. • Be sensitive to the needs of children, young people and their carers, taking into account their individual requirements, which may include but are not limited to; race, religion, belief, age and or disability.
General	<p>To, at all times, represent Preston North End Football Club in a professional manner regarding appearance, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to, with notice, work additional hours and flexible hours to cover holidays and sickness and where the needs of the Academy and Community departments require.</p> <p>Full uniform will be provided.</p>

PERSON SPECIFICATION	DESCRIPTION
1. EXPERIENCE , KNOWLEDGE AND QUALIFICATIONS	
Essential	<p>Licensed to drive a car by holding a clean driving licence with practical driving experience of two years or more.</p> <p>Category D or D1 with no 101 restrictions, PCV seater entitlement to drive a minibus.</p> <p>Advanced driver training qualification. CPC/DQC (Certificate of Professional Competence card).</p> <p>Excellent communication skills and have the ability to build good relationships at all levels.</p>

	<p>Good organisational skills and the ability to manage last minute changes to planned work.</p> <p>Effective verbal and written communication skills.</p> <p>Must be flexible, presentable and reliable.</p> <p>Ability and willingness to undertake further professional training and development organised by the Club.</p> <p>Fully appreciate the need to follow all Health & Safety procedures including vehicle checks before and after use.</p> <p>Knowledge of the local area.</p> <p>A commitment to the highest standards of customer care.</p> <p>Excellent concentration.</p> <p>Understanding of the risks involved in working with vulnerable young people.</p> <p>Willingness to work flexible hours including daytime, evenings and weekend activities.</p> <p>Prepared to work in a non-smoking environment.</p>
<p>Desirable</p>	<p>Previous experience of transporting clients for schools, local authorities, private or voluntary organisations.</p> <p>Experience of forming positive relationships with young people.</p>

This document is a guide only and should not be regarded as exclusive or exhaustive.

It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. Employees may be required to undertake any other duties as may be reasonably required.

Due to the nature of the role, the successful candidate will be required to undergo a full enhanced DBS check.

Preston North End Football Club is an equal opportunities employer.