



Role Description

Role Title: Volunteer Driver
Responsible to: Director of Therapy
Location: West Farleigh, Mid Kent or North Kent
Hours: 4-5 Hours per week

Background:

Dandelion Time transforms the lives of traumatised children in Kent. Our therapeutic approach is family based, embedded in nature with a range of activities that engage head, heart, and hands. This nurturing farm environment allows children to build self-belief, strengthen relationships and develop the skills and aspirations for a brighter future. Often families are unable to make the journey to one of our sites independently and require the support of volunteer drivers.

Role Outline:

The Volunteer will support the work of Dandelion Time by providing transport to families who require this service.

The volunteer will use their own car to collect families from their home to one of our Dandelion Time sites in either West Farleigh, North Kent or Mid Kent and then return them home following their session of two and a half hours.

The Volunteer will work within the aims, policies and values of Dandelion Time by supporting an efficient and effective casework service which meet our quality standards and achieves performance targets.

The post holder will be able to claim travel expenses in line with Dandelion Time's expenses policy.

Main Responsibilities:

- To arrive at the family home and provide safe transportation to one of our sites in Kent.

- To provide a smooth and safe journey to the session at Dandelion Time and return the family home afterwards.
- To adopt a non-judgemental and friendly approach while representing the charity in a remote setting.
- To be aware of unconscious bias and ensure an approach consistent with Dandelion Time values.

Requirements:

- Undertake relevant online training as appropriate to the role and in addition to existing learning.
- Keep up to date with and implement Dandelion Time policies and procedures attending mandatory training when required.
- Maintain a sensitive and professional approach towards colleagues and service users, mindful of confidentiality and anti-discriminatory practices.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues, children, and families.
- To undertake any relevant duties as required to ensure the effective provision of Dandelion Time objectives.
- Have access to own suitable transportation.
- Participate in mentorship when requested or as needed.
- Willing to take instruction from your line manager / lead caseworker and engage with the Dandelion Time methodology.

Skills and Competencies:

You will be self-regulated and empathetic and able to work as part of a team.

You will be able to work around other people, including vulnerable families.

You will be inclusive, honest, trustworthy and reliable, and able to maintain confidentiality.

You will have excellent time-keeping skills to ensure timely transportation.

You will be reasonably fit and able to undertake gentle movement such as climbing stairs.

Other Requirements:

Dandelion Time requires all staff and volunteers to have a current Enhanced DBS (organised by the Volunteer Coordinator).

The role will require the completion of a number of mandatory online training courses including Safeguarding Children (Levels 1 & 2), Safeguarding Adults and Unconscious Bias.

The post holder will:

- Be a competent and experienced driver;
- Provide evidence of business cover on their car insurance;
- Provide evidence of current insurance, servicing and MOT of their car;

- Provide evidence of a full and clean driving licence; and
- Drive a car that is suitable to transport families to and from Dandelion Time (i.e. clean, tidy, presentable and safe).

This role description will be reviewed from time to time and may be updated depending on the changing needs of the organisation.