

Job Description – Community Car Driver

THE PROJECT

The Community Car initiative is one Strand of the Ukrainian Refugee Project. The Community Car Initiative is aimed at supporting Ukrainian refugees who have been offered temporary accommodation in rural locations of North Tipperary under the “Offer a Home” appeal. This initiative will provide a dedicated transport service for these individuals and will aim to transport them from their rural location to nearby towns/villages where local services or local/national transport links can be accessed.

DUTIES

The successful candidate will work as part of the NTDC Ukrainian Project Team and as a community car driver. The main role is to transport individuals/families from their home to their destination. Additional duties will include:

- Working closely with the Project Administrator to ensure efficient service delivery.
- Keeping detailed records of trips undertaken in respect of mileage, fuel usage etc.
- Displaying respect, courtesy, and a caring/considerate approach to clients.
- Ensuring confidentiality in respect of clients and nature of trips undertaken.
- Assisting all clients safely into and out of the vehicle including assisting with the loading/unloading of luggage (within a reasonable distance/weight) – Manual Handling training will be provided by NTDC in this respect.
- Driving as per the rules of the road and any other Driving with due consideration for other road users and observing statutory requirements relating to vehicles leased by NTDC.
- Driving with due consideration for the safety and comfort of all clients including ensuring that all passengers adhere to all regulations (seat belt wearing etc.).
- If relevant to the vehicle, ensuring that wheelchair lifts, winches and belts are maintained in proper condition and promptly reporting any defect in this equipment to the Line Manager.
- Maintaining the cleanliness of the vehicle daily, both internally and externally.
- Carrying out daily vehicle maintenance checks on the vehicle before driving it and reporting on same to the Line Manager.
- Ensuring all safety measures such as fire equipment and first aid boxes are fully operational and available on each vehicle and first kits are replenished, when applicable.
- Partaking in all related training programmes organised or deemed necessary by NTDC.
- Ensuring that his/her driving licence is valid and is renewed as and when required and providing evidence of such to NTDC.
- Reporting immediately any incident/accident involving the vehicle(s) and/or passengers to line manager and reporting as per NTDC policy and procedures.
- Reporting to NTDC immediately any penalty points or other endorsements on his/her licence.
- Assisting in the promotion of the Community Car Initiative to potential clients and the public.



Rialtas na hÉireann
Government of Ireland



Có-mhainithe ag an
Aontas Eorpach
Co-funded by the
European Union

The Social Inclusion and Community Activation Programme (SICAP) 2018-2023 is co-funded by the Government of Ireland, through the Department of Rural and Community Development, and the European Union.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.

ESSENTIAL REQUIREMENTS

- A full clean driving licence (Category B, or equivalent that is accepted in Ireland)
- Fluent English

DESIRABLE

- Knowledge of Ukrainian and/or Russian languages
- Previous experience in public transport and/or taxi services
- Good geographical knowledge of rural North Tipperary
- Excellent customer service skills
- Basic computer skills

TERMS OF EMPLOYMENT

- One full-time position (working 37 hours per week) **or** two part-time positions (working 18.5 hours per week) are available. The availability of positions will be determined by demand for the service and will be at the sole discretion of North Tipperary Development Company. Due to the nature of the work, the position will require working unsocial hours i.e., evenings and weekends.
- This position is subject to Garda Vetting in line with North Tipperary Development Company's policy.
- This is a Specific Purpose Contract until the 31st of December 2023 and is subject to continued provision of the service and funding availability.
- The salary for this role is within a five-point scale, from €24,397 - €28,950, commensurate with experience and qualifications.

Application details

Please send completed application forms to receptionHO@ntdc.ie, please reference your application as follows: [*Your initials*, Ukrainian Community Car Driver App] in the email subject heading.

Deadline for receipt of application is 21st May 2023.

All applicants should note that the proposed interview date is 23rd May 2023.

Shortlisting will apply and a panel may be formed.

NTDC is an equal opportunities employer.