

# Volunteer Driver Role Description



Clan Cancer Support (Clan) is a well-established local charity located in the heart of communities across the North-East, Moray, Orkney and Shetland Isles. Clan is here for anyone affected by a cancer diagnosis, providing emotional and practical support to help live with and beyond their own or someone else's cancer diagnosis and improve the quality of life for all those who turn to us for support. Our services are freely offered to all from pre-diagnosis and diagnosis through treatment and beyond through our network of wellbeing centres.

## **What this Role Involves**

Your role as a **Clan VOLUNTEER DRIVER** is to provide transportation services for clients travelling to and from their appointments as well as providing adhoc transportation for Clan. You may also be required to assist with any general facilities/project requests if competent and trained to do so.

Typical activities include supporting Clan clients who have been affected by a cancer diagnosis by:

- Ensuring the smooth daily delivery of Clan transport Services, through the use of the Clan Minibus and if required, all other Clan vehicles.
- Liaising with all relevant departments and aiding the provision of internal/external collections/deliveries.
- Providing a cost-effective transport service; responsible for the planning and implementation of all journeys, taking into consideration road conditions, ensuring the health and safety of all passengers and the general public
- Assisting with general facilities/project requests if available and trained to do so
- Ensuring that all vehicles remain in excellent condition, reporting any defects and completing log sheets for maintenance and mileage records

## **Role Commitments**

- Working on a rota basis attending a shift of up to 4 hours either weekly, fortnightly or monthly (usually for a minimum period of 12 months (unless otherwise agreed) and on occasions being flexible and available to help at short notice
- Attending required training and volunteer meetings to receive updates, ongoing development and support
- This role is regulated activity and requires membership to the Protecting Vulnerable Groups (PVG) scheme which will be applied for on your behalf by Clan
- Shift length and time commitment may vary in accordance with the needs of the organisation
- Helping to raise awareness of Clan services

## **Essential Skills and Experience Required**

It is essential that you hold the relevant full clean driving license and have experience of driving a passenger vehicle. There are no prerequisites for this role in terms of professional qualifications and Clan will provide you with the relevant training and ongoing supervision to support you in your role.

Other desirable skills and attributes include:

- The ability to work on your own initiative and as part of a team to deliver on competing priorities
- To have an understanding of the impact serious illness can have on daily life and to be empathic and sensitive with all users of Clan services
- Willing to undertake additional training to enhance the services delivered by Clan
- Being an excellent team player and working in accordance with Clan Policies & Procedures

- Honest, sense of responsibility, confidentiality & good communication skills
- Willing to undertake additional training to enhance the services delivered by Clan

Health and social care experience or knowledge of the third sector would be an advantage. We value personal experience and would welcome anyone without the preferred skills and experience but are passionate about making a difference and supporting local people in their community to apply for this role.

### **How Clan will Support You**

In return for your time as a VOLUNTEER DRIVER, Clan will:

- Aim to ensure that volunteering with us is a fulfilling and worthwhile experience. You'll have support from staff, with the opportunity to gain and develop skills and meet with other volunteers.
- Your role as VOLUNTEER DRIVER can often involve dealing with difficult situations. It's our responsibility to ensure you have all the relevant training and support to enable you to fulfil your role and have a rewarding volunteering experience.

Clan will provide you with:

- Comprehensive induction to Clan and your role
- Relevant training as required, including First Aid and Fire Warden training, Listening and Support Skills and Safeguarding training
- Ongoing training, supervision, development and wellbeing support
- Reimbursed expenses incurred whilst volunteering in accordance with our Expenses Policy

### **Applying to Volunteer**

You can contact us via our website [www.clancancersupport.org](http://www.clancancersupport.org) or email [volunteering@Clancancersupport.org](mailto:volunteering@Clancancersupport.org)