



Role Description

Role title:

Exeter Community Transport Association Office Volunteer

Reporting to:

The Manager and the Board of Trustees of Exeter Community Transport Association

OVERALL PURPOSE OF THE JOB

To assist Shopmobility with the day-to-day operation of Exeter Community Transport Association (ECTA)

Areas of involvement

- To assist with the day-to-day operation of ECTA.
- To act with a sympathetic and caring attitude to the requirements of the users of ECTA's special transport schemes at all times.
- To co-operate with all paid and voluntary staff to help ensure the smooth running of ECTA's services.
- To ensure that the premises and all equipment kept on the premises remain in a safe, clean and serviceable condition, bringing to the attention of the Manager or the appropriate body such repairs that are necessary.
- To act in such a way that the requirements of the Health and Safety at Work Act and similar legislation are complied with during the operation of the schemes.
- To ensure strict confidentiality of client records and ensure that the Data Protection Act is complied with.
- To act in the best interests of ECTA and endeavour to ensure that information is accurate and will not bring ECTA, its service users or contributors into disrepute.

Skills/Qualifications

Willing to devote the time necessary to fulfil the role

Friendly and personable

Some office experience would be useful

