



Registered Charity No. 1041232

Role Description

Role title:

Leisuremobility Co-ordinator / Driver

Reporting to:

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

OVERALL PURPOSE OF THE JOB

To co-ordinate the day-to-day operation and development of Exeter Leisuremobility and work with any other schemes that may come under the auspices of Exeter Community Transport Association

Areas of involvement

- To co-ordinate the day-to-day operation of Exeter Leisuremobility.
- To act with a sympathetic and caring attitude to the requirements of the users of Exeter Community Transport Association's special transport schemes at all times
- To operate the booking systems and undertake the day-to-day administration and financial procedures of the schemes as required in an efficient and effective manner
- To assist with the preparation and maintenance of accurate records of the services
- To help to ensure that the Leisuremobility vehicles and all equipment remains in a safe, clean and serviceable condition

Skills/Qualifications

Willing to devote the time necessary to fulfil the role

Full driving licence for at least 2 years

Friendly, helpful and polite

Physically fit

Good communication skills

Good knowledge of the area

