

Driver Volunteer (Equipment/Supplies) Role Profile

The Role

To support all areas deliveries or transporting of equipment and/or supplies to ensure efficient use of time and resources.

What will I do?

- You will be taking equipment and/or supplies to specific destinations using your own vehicle
- Adhoc transportation of small items to various locations, as directed
- Logging mileage and completing expense forms weekly to ensure reimbursement for out of pocket expenses
- Maintain regular communication with lead volunteers for support
- Provide feedback to Voluntary Services Team on your experiences and any suggestions for improvement
- Inform Voluntary Services Manager/Area Lead immediately of any problems, concerns or incidents

What will I not do?

- Provide clinical or medical treatments of any kind
- Provide psychological interventions
- Using patient identifiable data apart for its intended use (unless authorised directly by the Trust)
- Inappropriately store any patient information
- Handling of patients' personal belongings
- Undertake any manual handling procedures i.e. lifting individuals or heavy objects
- Communicate in any media that may reflect negatively on the Trust or any of its patients, staff, volunteers, or services. If in doubt, please discuss with the Voluntary Services Manager
- Take photographs of patients whilst undertaking any volunteering duties or of staff or other volunteers without their explicit permissions
- Remove any goods or items from Trust property, without prior approval



Who will I be accountable to?

- You will be directly accountable to the Voluntary Service Manager
- You will fulfil your role under the same health and safety, employment regulations and confidentiality as employed personnel
- You will be subject to an enhanced Disclosure and Barring Service (previously known as Criminal Records Bureau) disclosure

What skills and equipment do I need?

- Full clean driving licence
- Access to a car in a roadworthy condition and appropriate insurance
- Punctuality and Reliability
- Approachable
- Positive and friendly
- Confident with dealing with people
- Trustworthy
- Ability to maintain confidentiality
- Aware of health & safety issues
- Able to work alone, as well as part of a team
- Flexible and keen to learn

What Training is available to me?

- Trust mandatory training
- Corporate induction
- Local induction programme
- General Data Protection Regulation Training
- Any other relevant training

What can we offer you?

- Advice, support, access to training and personal development opportunities
- Clear policies and procedures that govern your voluntary role
- The opportunity to take an active role in Solent NHS Trust
- To be valued for the role that you do
- Reimbursement for out of pocket expenses (by prior arrangement)
- Develop fantastic support and supervisory skills for your CV
- Provide flexible hours that suit you
- Give back to your local community
- Support others who are giving back to your community
- Support your local NHS
- Interview offered (after 6 months) with Solent NHS Trust 'bank' team

21 May 2020

Review by 1 May 2021

