JOB DESCRIPTION

Job Title: Casual Academy Driver

Current Job Holders:

Department: Academy

Effective Date: TBC

Location: The Brache

Role Type: Casual Seasonal Worker

JOB PURPOSE

To ensure the safe transportation of Academy players and staff to training and match fixtures as well as ensuring maintenance of all Club vehicles to ensure that they meet road safety requirements.

KEY RESPONSIBILITIES

- To drive the Club minibus in a safe manner in accordance with all traffic laws.
- To supervise and ensure the safety of all players as they move on and off the bus and during travel, ensuring their safety.
- To ensure the minibus is kept clean and tidy and to report any defects or concerns to the Academy Operations Manager.
- To ensure all mileage log and other paperwork relating to the minibus are kept up to date.
- To report any accidents or near misses to the Academy Operations Manager.
- To ensure the road worthiness of Club minibuses.
- To drive the Club minibus to away fixtures.
- Ensure effective and efficient multi-disciplinary communication between staff, players and parents/guardians to ensure all transportation requirements are met.
- Attend any relevant courses and qualifications as directed by the Academy Director.
- Attend all staff meetings as directed by the Academy Director.
- Maintain honesty and integrity at all times when working with young players at the Club.
- Act and behave in a manner appropriate of a representative of the Club, at all times.
- Be presentable, smart and personable at all times when representing the Club.
- Undertake all reasonable tasks assigned by the Academy Director.

Health & Safety:

Casual Worker requirements:

- Maintain up to date knowledge of Health & Safety related guidance and processes within your role and in line with the Club’s Health & Safety Policy.
- Consider the Health & Safety implications of all actions and inaction within your role.
- Support and uphold agreed standards for Health & Safety compliance, including assisting in accident, dangerous occurrence and near miss investigations within your role.
- Follow and adhere to; safe management systems and working practices in line with the Club’s Health & Safety Policy.
Ensure you have been briefed and are confident in using any equipment prior to use and seek guidance from your line manager as required.

Regularly review risk assessments, safe working, and management systems associated with your role.

Liaise regularly with the Club’s appointed Health & Safety representatives to support and maintain compliance.

Maintain records of all Health & Safety issues within your role and area of responsibility.

**MAIN JOB REQUIREMENTS AND PERSON SPECIFICATION**

**Education/Qualifications/Training:**

- **Essentials**
  - Previous driving experience.
  - PCV (Passenger Carrying Vehicle) entitlement (D or D1)
  - Clean, valid driver’s license.
  - Good knowledge of the local area.
  - Able to communicate effectively.
  - Flexible approach to work and changing schedules.

- **Desirables**
  - FA Safeguarding qualification
  - FA First Aid qualification

**Specific Experience:**

- Able to communicate effectively with players, parents and fellow staff members at all levels, with absolute discretion.
- Approachable, honest and assertive in decision making whilst ensuring upmost professionalism during all Club activities.
- Able to adapt to the demands of the job and needs of the players and staff.
- Able to work on a flexible ad hoc basis

**Abilities/Skills/Knowledge:**

- Committed, enthusiastic and passionate about Luton Town Football Club.
- Ability to work as part of a team as well as using one’s own initiative.
- Excellent interpersonal skills with a variety of different personnel at the Club.
- Willing to follow and promote the philosophy of the football club.
- Be an ambassador for Luton Town Football Club presenting the club in a positive image at all times

**Additional Information:**

- This a casual role based on a seasonal basis
- Applicants must be eligible to live and work in the UK

**SAFEGUARDING STATEMENT**

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people or vulnerable adults, have been subject to the most stringent of recruitment practices which include Criminal Record Checks and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

**EQUALITY STATEMENT**

The individual must at all times, carry out their duties with due regard to the Clubs policies and procedures and in particular the Club’s Equality, Diversity and Inclusion Policy.

The individual must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relationships between all internal and external stakeholders. The individual must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.