



## Job Advert

<b>Job title:</b>	Academy Driver
<b>Employer:</b>	<b>Reading Football Club</b>
<b>Location:</b>	Bearwood Training Ground RG41 5DB / Select Car Leasing Stadium
<b>Contract:</b>	Permanent
<b>Salary &amp; Benefits</b>	£23,000.00 per annum <ul style="list-style-type: none"><li>• Paid day off to celebrate your birthday</li><li>• Employee Assistance Programme with free access to help, advice, and support</li><li>• Complementary home match ticket</li><li>• Auto-enrolment into the Club's pension scheme (depending on eligibility)</li><li>• Group Life Assurance benefit (death in service cover)</li></ul>
<b>Hours of work:</b>	37 ½ hours per week on a flexible working pattern to include evenings and weekends
<b>Department:</b>	Academy
<b>Reporting to:</b>	Academy Transport Planner

### **Equality, Diversity and Inclusion Statement**

Reading Football Club are committed to ensuring equal opportunities are given to all and welcomes applications from all areas of the community regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships

### **Safeguarding Statement**

Reading Football Club recognises that the safety and protection of children and young people engaged in club activities must take priority over all other considerations. Due to this post being in regulated activity, the potential employee will be required to undertake a Disclosure and Barring Service check at the appropriate level. It is a criminal offence for a barred person to attempt to engage with vulnerable group. Engagement will be subject to sight of a satisfactory DBS disclosure and stringent background and reference checks.

### Job purpose

To be responsible for delivering transport requirements to academy players, staff and associated others as part of the transport team and wider academy operations department.

### Accountabilities

- 🏆 To facilitate transport of Academy players, staff and associated others in line with the regular weekly operations requirements
- 🏆 To ensure that all individuals travelling in vehicles under your supervision conduct themselves in line with the club values and comply with safeguarding protocols at all times
- 🏆 To liaise with all relevant staff, where appropriate, to ensure that information, relevant to duties, is communicated effectively
- 🏆 To ensure player welfare is always the primary consideration
- 🏆 To carry out any other tasks as directed by your line manager
- 🏆 To attend all relevant staff meetings (unless exceptional circumstances apply)
- 🏆 To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- 🏆 To be presentable at all times when working and demonstrate that you can represent the face of the club in the manner expected
- 🏆 To maintain Reading Football Club's Safeguarding (Child Protection), Health, Safety and Equal Opportunity procedures and practice
- 🏆 To act in a manner that supports the Clubs Vision and Values at all times
- 🏆 To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- 🏆 There is an expectation that you will undertake adhoc work on an exceptional basis or provide relevant cover for other team tasks

### Behaviours & Attitude

- 🏆 To be a role model for all club values and ways of working – “walk the talk”
- 🏆 To exude a can-do attitude (best of Reading Football Club)
- 🏆 To be flexible and agile, always ready to adapt if things don't go to plan
- 🏆 To be an ambassador for Reading Football Club
- 🏆 To act in a manner that supports the Club's Vision & Values at all time

### Key Performance Indicators

- 🏆 To ensure driving regulations are adhered to
- 🏆 To respond to all enquires within Reading Football Club Charter guidelines
- 🏆 To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- 🏆 To be presentable at all times when working and demonstrate that you can represent the face of the club in the manner expected
- 🏆 To maintain Reading Football Club's Safeguarding (Child Protection), Health, Safety and Equal Opportunity procedures and practice

**Person specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full, clean driving licence</li> <li>• Full D1 or D1 (101) entitlement</li> </ul>	<ul style="list-style-type: none"> <li>• DQC / Driver Certificate of Professional Competence (CPC) - Desirable</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellent driving skills</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong verbal and written communications skills</li> <li>• Excellent teamwork</li> <li>• Proactive and positive attitude</li> <li>• Resilient to difficult situations</li> <li>• Good computer skills</li> <li>• Able to give and receive feedback to colleagues</li> <li>• Understands what drives customer satisfaction and behavior</li> <li>• Takes ownership and follows up on any issues, makes well considered and timely decisions</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• To be a role model for all club values and ways of working – walk the talk</li> <li>• To exude a can-do attitude (best of Reading Football Club)</li> <li>• To be flexible and agile always ready to adapt when things don't go to plan</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• To be an ambassador for Reading Football Club</li> <li>• To act in a manner that supports the Club's Vision and Values at all times</li> </ul>	
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<b>Closing date for applications:</b>	<p><b>Monday 27<sup>th</sup> March 2023</b></p> <p>Please note, we reserve the right to shortlist and interview prior to the closing date above</p>
<b>Contact:</b>	<p>Please send your completed application form to <a href="mailto:recruitment@readingfc.co.uk">recruitment@readingfc.co.uk</a></p> <p>CV's will not be accepted</p>