

Job Description

MiDAS (Minibus Driver Awareness Scheme) Training Coordinator

Hours: Flexible, in response to demand for training, including some evening/weekend working.

Salary: £13.25 gross per hour. Actual hours will vary by month according to training delivered. The Training Coordinator will be paid monthly, in arrears, according to the number of hours worked.

Base: Home-based, with hot-desk at Community First offices in Devizes as required. You will be expected to travel to venues across Wiltshire and Swindon to deliver MiDAS training (mileage expenses paid).

Line Manager: Head of Community and Business Development

Job purpose:

To identify, arrange and deliver MiDAS (Minibus Driver Awareness Scheme), and other relevant training for volunteers and staff of community transport providers and other voluntary and community organisations in Wiltshire and Swindon.

Main duties:

1. To attain and maintain the MiDAS DAT (Minibus Driver Awareness Scheme Driver Assessor Trainer) qualification. The cost of training and accreditation as a MiDAS Driver Assessor Trainer (DAT) will be met by Community First.
2. To establish and promote an ongoing programme of regular MiDAS Training sessions and to work as part of a team to deliver the training.
3. To administer the bookings and liaise with Community First regarding invoicing for the training.
4. To organise venues for the training and arrange with candidates for appropriate vehicles to be available for the driver assessments.
5. To maintain stocks of training handbooks and certificates.
6. To maintain a database of MiDAS Qualified Drivers, and to notify drivers when their MiDAS Certification will shortly expire in order to arrange for them to attend Refresher Training.
7. To assist with the identification of additional training needs in the community transport sector and, where appropriate, provision of training to meet these needs.
8. To maintain awareness of any legal changes affecting drivers of community minibuses.

9. To provide reports to the Community First Head of Community and Business Development about the number of people trained.
10. To carry out any other duties by negotiation with the Community First Head of Community and Business Development as may be required from time to time.

The post-holder will contribute to achieving the overall mission of Community First.

- Implement and develop ACRE Quality Standards
- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Office Fire Certificate.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post holder as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.