
Minibus Driver

Start Date: As soon as possible
Reports To: Charlie Hunter (Chief Executive Officer), Luke Garrard (Head of Football), Cameron Mawer (Pase Academy Manager)

Summary: Boreham Wood are an ambitious, community focused Football Club, who compete in the Vanarama National League. The club enjoyed a historic 2018/19 campaign, securing fourth place in the National League and reaching Wembley Stadium, in the Promotion Final.

The successful candidate will be responsible for driving our BW PASE Academy player to and from away matches, which will be located in and around London and the home counties area, as well as transporting players to and from our partner College's campuses (Wood Street, Barnet) to our training facility (Boreham Wood FC, Meadow Park.)

This is an excellent opportunity to work at a vibrant and continuously growing Football Club in the National League. The Club made it to the semi finals of the Vanarama National League play offs in the 2019/20 season after a fifth placed finish, and are looking to go one step further in the 2020/21 season.

Roles & Responsibilities: -

- Responsible for the safety, comfort and welfare of the players and staff whilst within your transportation
- Carry out driver vehicle checks and basic maintenance, when and if required
- Report any vehicle defects, faults, incidents, accidents and prosecutions
- Be responsible for the cleanliness of vehicle,s both inside and outside, as well as ensuring the vehicle is in a clean and roadworthy condition before and after use
- Refuel vehicles, as and when required
- Maintain and help to promote a good company image with working attire that should be worn at all times being kept in a clean and tidy condition
- Work within health & safety guidelines and other guidelines that may be issued from time-to-time
- Work within the constraints and guidelines as set out in the Minibus Drivers' Operating Instructions
- To undertake any other associated duties as required by the Manager
- If required, to cover for absent colleagues.

Essential Qualifications/Characteristics: -

- Hold a valid and clean driving license (D1 unrestricted or a PCV license, or D1 restricted [car license obtained prior to 01/01/1997.]
- Be 25+ years old (for insurance purposes)
- Capability to maintain accurate vehicle and user records.
- Competent to undertake daily and weekly vehicle checks and carry out basic maintenance
- Pleasant and approachable personality
- An ability to communicate with a range of people

- Patient manner
- Ability to work on own initiative and as part of a team
- Reliable and trustworthy
- Honest, sense of responsibility and confidentiality
- Flexible approach to working arrangements
- Be happy to undergo a full enhanced DBS check.

A critical element of this role involves the ability to work independently to get the tasks listed above completed. You should work directly with and to the instruction of Cameron Mawer (PASE Academy Manager), Luke Garrard (Head of Football) and Charlie Hunter (Chief Executive Officer.)

If you would like to apply for the position, please email your current CV to Chief Executive Charlie Hunter on charliehunter1993@gmail.com stating '**Minibus Driver**' in the subject line.

**Please be advised that we will only be contacting those applicants who we wish to discuss the position with further. Please do not apply unless you meet the essential criteria.*