**Shapinsay Development Trust**

**Job Title:** Transport Officer

**Main Purpose:**

 To collaborate with others to provide, develop and support a transport service which satisfies the aspirations of the community and which the folk of Shapinsay can be proud of.

**Main Responsibilities:**

* Driving the organisations transports as required to fulfil bookings
* Advising the Boathouse Co-ordinator of any issues associated with the vehicles or booking arrangements.
* Publishing of all transport bookings on the online SDT Transport Diary
* Working in collaboration with the Boathouse Co-ordinator to advise the charter boat master of any bookings taken during the day
* Recording stats on a monthly basis
* Working in collaboration with the Boathouse Co-ordinator to advise the OOH Service for any bookings out with office hours.
* Record keeping of all donations
* Daily checks of the vehicles including basic vehicle maintenance
* Ensuring a high standard of confidentiality at all times
* Producing services to the community as and when request within your role and delivering the service equally and fairly.
* Dealing with general correspondence and enquiries
* Other reasonable duties as required by the Boathouse Co-ordinator

**Hours:** Part Time

**Hourly Rate:** £8.45

**Holidays:** 28 days pro rata

**Place of Work**: The Trust is currently based at The Boat House, Balfour, Shapinsay, Orkney which will be your main place of work. You will also be required to use the organisation’s transports to fulfil bookings on and off Shapinsay.

**Personal Specification**

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| --- | --- |
| Essential | Desirable  |
| Current Full UK Driving License  | Previous experience in similar post |
| Experience of delivering a high standard of customer service | Full UK driving licence including relevant categories to drive a mini bus |
| Ability to drive a vehicle to a competent and safe standard |  |
| Able to deal with customer service issues.   |  |
| Able to work unsupervised |  |
| Approachable  |  |
| Friendly |  |
| Polite |  |
| Organised  |  |
| A great team player  |  |
| Good at juggling tasks and prioritising  |  |
| Pleasant and helpful demeanour |  |