

**Role Description**  
**Coordinator for The Ivers Good Neighbour Scheme**  
**Community Car Scheme**

*Do you enjoy making a difference to the lives of older people in your local area? Become a Community Transport Co-ordinator for the Iver Good Neighbours Scheme and help to keep older people in touch with their communities.*

*An increasing aging population in Buckinghamshire means that the need and demand for public transport will grow. The Ivers Good Neighbour Scheme will provide a service of transporting vulnerable members of your community to and from GP appointments. The model will operate with volunteer drivers and volunteer co-ordinators.*

<b>Aim of role</b>	To match passengers to drivers for a community car scheme
<b>Role Title</b>	Ivers Community Car Scheme Coordinator
<b>Start date</b>	As soon as possible
<b>Time commitment</b>	Approximately 5 hours per week (weekdays only)
<b>Location</b>	Home based
<b>Main tasks</b>	<ul style="list-style-type: none"> <li>• Retrieve calls from passengers booking the service</li> <li>• Register new clients for the service</li> <li>• Match passenger to a driver</li> <li>• Call passenger to confirm driver attending</li> <li>• Manage records of calls booked and drivers appointed</li> </ul>
<b>Skills/Experience</b>	<ul style="list-style-type: none"> <li>• Ability to be organised, to problem solve and be flexible</li> <li>• Good telephone communication skills with drivers and passengers</li> <li>• Some experience using Microsoft Office</li> <li>• Ability to work as part of a small team</li> <li>• Good communication skills, both written and verbal</li> <li>• Reliable</li> <li>• Organised</li> </ul>
<b>What we can offer you</b>	Volunteering with us can give you the opportunity to: <ul style="list-style-type: none"> <li>• Learn or try new things and develop new skills</li> <li>• Gain work experience and add to your CV</li> <li>• Meet new people/make new friends</li> <li>• Give back to the community</li> <li>• Build your confidence</li> <li>• Be part of a team</li> <li>• Out of pocket expenses are payable</li> </ul>
<b>Additional information</b>	No checks or training required. Supported by GNS Committee. No phone costs as a dedicated phone number is used.
<b>Get in touch</b>	If you think this opportunity is for you please complete the expression of interest form  For more information please contact Mike Kennedy on 07870910090