



FLOATING DRIVER / OPERATIONAL SUPPORT VOLUNTEER

Purpose of the Role

To provide flexible operational support to *Daft as a Brush Cancer Patient Care* by undertaking a range of driving, fleet, and logistical duties that help maintain the smooth running of the charity's transport service and wider operations.

Key Responsibilities

Vehicle and Fleet Support

- Transport charity vehicles to and from garages for scheduled servicing, MOT tests, repairs, valeting, tyre replacement, and other maintenance requirements.
- Deliver and collect vehicles between charity locations, hospitals, garages, and other designated premises as required.
- Carry out basic vehicle checks and promptly report any defects, damage, or maintenance concerns.
- Assist in ensuring vehicles are available, roadworthy, and presented to the charity's standards.

Operational and Logistical Support

- Deliver and collect various items on behalf of the charity.
- Safely deliver cash, cheques, donations to designated banking facilities in accordance with charity policies, procedures, and security requirements.
- Deliver / collect supplies to and from various locations as required
- Assist with the collection and distribution of materials needed to support the charity's services and fundraising activities.

Ad Hoc Duties

- Provide additional driving and support services as requested by authorised managers or designated staff.
- Assist with urgent or unforeseen operational requirements to help ensure continuity of service.
- Support special projects, events, deliveries, collections, and other reasonable tasks that contribute to the effective operation of the charity.

- Undertake occasional errands or transport duties that fall within the scope of the role and support the charity's objectives.

Person Specification

The Floating Driver / Operational Support Volunteer should:

- Hold a full UK driving licence with a satisfactory driving record.
- Be reliable, trustworthy, flexible, and willing to undertake a variety of tasks.
- Demonstrate good organisational and communication skills.
- Be able to work independently and follow agreed procedures.
- Maintain confidentiality and professionalism at all times.
- Represent the charity positively when dealing with patients, hospitals, volunteers, garages, banks, suppliers, and members of the public.
- Be physically capable of handling light deliveries and collections where required.

General Requirements

- Comply with all charity policies and procedures, including vehicle use, health and safety, safeguarding, security, and data protection requirements.
- Undertake any training relevant to the role.
- Notify the charity of any changes that may affect driving eligibility or suitability for the role.
- Act in a manner that upholds and promotes the values, reputation, and objectives of Daft as a Brush Cancer Patient Care.

Additional Information

This is a flexible volunteer role designed to provide practical support across a range of operational activities. Duties will vary according to the needs of the charity and may include other reasonable tasks consistent with the purpose of the role.

Reporting Line

The Floating Driver / Operational Support Volunteer will report to the Fleet Manager or such other manager as may be designated by the charity. Day-to-day duties may be allocated by authorised managers or members of staff as appropriate.

Time Commitment

- This is a flexible volunteer role with no fixed hours.
- Volunteers will be asked to undertake assignments according to their availability and the operational needs of the charity.
- Typical duties may be arranged during normal business hours.
- Volunteers are encouraged to advise the charity of their availability and any periods when they are unable to undertake duties.

- It is anticipated that volunteers will normally undertake between 4 –10 hours per week depending on the volunteer's availability.

Location

The role will involve travel to hospitals, garages, banking facilities, suppliers and other locations as required.

Expenses

Reasonable out-of-pocket expenses incurred whilst undertaking approved volunteer duties will be reimbursed in accordance with the charity's Volunteer Expenses Policy.
