

Brighton & Hove Albion Football Club

Job Description



Job Title	Academy Minibus Driver
Reports to	Academy Operations Manager
Location	You will be based at the American Express Elite Football Performance Centre in Lancing, West Sussex. You be required to travel to various venues across Sussex.
Hours	As required
Contract	Zero hours contract
Remuneration	£10.00 - £12.00 per hour <ul style="list-style-type: none"> • Auto-enrolment into the Club's pension scheme (depending on eligibility) • Club discounts and offers • Access to multi-faith room
Job Purpose	To safely transport academy players to and from the American Express Elite Football Performance Centre in Lancing, West Sussex.

Role Accountabilities & Key Duties	
1	To safely operate the vehicle according to the club's transport policy.
2	To safely transport academy players to and from designated venues.
3	To form appropriate professional relationships with players and parents.
4	To ensure vehicle is in a safe and clean condition at all times.
5	To use appropriate procedures in the execution of the role as directed by the club.
6	To report any concerns, issues or incidents to the Academy Operations Manager immediately.
7	To represent Brighton and Hove Albion FC in a positive and professional manner.

General duties and accountabilities
<ul style="list-style-type: none"> • To support Brighton & Hove Albion FC and AITC in their aims and objectives at all times. • To ensure compliance with all relevant club policies, including health and safety policies. • To ensure compliance with all relevant legal, regulatory, ethical and social requirements. • To keep confidential any information gained regarding the charity, club and its personnel. • To represent Brighton & Hove Albion Football Club and AITC in a professional manner. • To maintain a flexible approach to work at all times. • To undertake other duties and responsibilities as required from time to time.

General Expectations
<ul style="list-style-type: none"> • To uphold and live our Team Brighton Values; Treat people well, Exceed Expectations, Aim high (never give up), Act with Integrity and Make it special. • To be a champion of equality and diversity in the workplace and treat all staff, customers, sponsors, clients and applicants with fairness, dignity and respect • To report incidents of any form of discrimination through the correct channels. • To promote best practice in safeguarding and create an environment that is safe for children young people and vulnerable adults. • To report safeguarding concerns through the correct channels

BHAFC/AITC are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

BHAFC/AITC are fully committed to safeguarding and promoting the welfare of children, young people and adults at risk and expect all staff and volunteers to share this commitment.

- To ensure that any safeguarding training and certificates are kept up to date.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Brighton & Hove Albion FC.

Person Specification

Qualifications		Essential	Desirable
1	Full and clean driving licence	✓	
2	MIDAS training	✓	
3	First Aid certificate		✓
4	Valid and accepted enhanced FA DBS CRC (Criminal Background Check) or be willing to undertake this check if successful	✓	
Skills, Knowledge & Experience			
5	Minimum of 2 years' driving experience	✓	
6	Previous experience of driving a minibus		✓
7	Previous experience of transporting school-age children		✓
8	A clear understanding of the importance of a safeguarding policy and procedure	✓	
9	Knowledge of safeguarding practices and how this relates to this particular role and within a football environment	✓	
10	Willingness to undertake appropriate training	✓	
11	Ability to relate effectively to children and young people	✓	
12	Ability to act in a professional manner at all times	✓	
13	Ability to follow instruction and processes (e.g. record-keeping)	✓	
Personal Qualities			
14	21 years old or over	✓	
15	Polite, positive and cheerful character	✓	
16	Proactive attitude within the role	✓	
17	Highly organised	✓	
18	Posses a professional appearance	✓	
19	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
20	A high level of confidentiality	✓	
21	Flexibility and willingness to learn	✓	
22	Ability to work calmly under pressure	✓	
23	Ability to work unsupervised	✓	

Last updated December 2020

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