

# EAST TEIGNBRIDGE COMMUNITY TRANSPORT ASSOCIATION

Incorporating Dawlish Community Transport, East Teignbridge Ring and Ride, Community Car Scheme,  
Private Hire Vehicles and Shopmobility

Registered Charity No: 1168994

## Job Advertisement

- Job Role:** Transport Co-ordinator - part-time  
(potential for an additional role as outlined below)
- Location:** Office based, from Dawlish Community Transport
- Weekly Hours:** Up to 24 hours per week  
Working times to fluctuate between 8.30am and 5.00pm  
Monday, Wednesday and Friday
- Annual Leave:** 28 days per year pro rata (by arrangement) to include Bank Holidays (1<sup>st</sup> April – 31<sup>st</sup> March)
- Responsible to:** Office Manager and Board of Trustees
- Overview:** Fundamental role within the team, to efficiently co-ordinate and schedule drivers and organise various forms of transport to best assist passengers. A varied and rewarding role that can be demanding at times and requires a proactive, competent person with a calm approach and good sense of humour to join our team of staff and predominantly volunteers

### Outline of Key Tasks and Responsibilities:

- Communicate with service users/enquiries by telephone/visitors to ETCTA
- To organise the day to day passenger requirements using our bespoke booking system, keeping accurate records
- Liaise and schedule drivers
- Responsibility for recording monies received daily, completion records and cash sheet; banking as required
- Invoice passenger journeys on a monthly basis
- Provide records for accountancy/report as required
- Shopmobility bookings and service co-ordination, working alongside other team members - currently under review – *There is a physical element to this role manoeuvring equipment as required*
- Working closely alongside other team members is paramount
- Willing/able to attend/support activities and events during the year as and when required.  
*(This includes an element of weekends, mostly Saturday's and occasional evenings during the year; some voluntary)*
- Undertake reasonable duties as delegated by the Office Manager/Chair of Trustees to facilitate the charity's objectives day to day
- *An additional role for the right candidate could include assisting the Office Manager and organisation with typing, administration and various duties; offering more hours of work*

The post holder is subject to a probationary period of **three months**, during which training and support will be given and the performance and suitability of the post holder for continued employment will be monitored.

Email for full details and an application form: [office@etcta.co.uk](mailto:office@etcta.co.uk) if you are genuinely interested or call/pop in to find out more before applying, and speak to Sally Preston on 01626 888890, Dawlish Community Transport, Barton Hill Car Park, Dawlish, EX7 9QH

**Closing date for applications** is Wednesday 8<sup>th</sup> September 2021

**Interviews** anticipated to take place on Tuesday 14<sup>th</sup> September 2021

*Revised: 24/08/21*