

Exceptional | Edge | Energising

At Lincoln City Football Club, we believe that people make the difference and accordingly, we don't just look for the usual job requirements. As well as being experts in their technical areas, all of our team members demonstrate and work towards a clear set of traits which differentiate us from the norm.

As an Academy Minibus Driver you will be required to demonstrate behaviours reflecting the following traits, which we have termed the 3Es: Exceptional, Edge and Energising.

Exceptional

- **Forward thinking**
 - You will think ahead and prepare for future tasks and opportunities;
 - You will seek and provide new ideas and solutions to overcome challenges.

Edge

- **Streetwise**
 - You will work smart and demonstrates the know-how to win;
 - You will develop key relationships and networks effectively.

Energising

- **Finds a way**
 - You deliver results, within a team;
 - You develop and implement strategies to achieve positive outcomes.

JOB TITLE:	Academy Minibus Driver
DIRECTORATE:	Football
REPORTS TO:	Head of Football Operations
RESPONSIBLE FOR:	Minibus Driving
LOCATION:	Riseholme College, Showground Campus, LN1 2ZR
HOURS:	Casual contract, hours will vary
MATCHDAY WORKING:	N/A
DATE:	ASAP
DBS Check:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Job purpose

We currently have an opportunity for an Academy Minibus Driver to join our Academy Operations Department based at our Academy base, Riseholme College, Showground Campus, LN1 2ZR. We are looking for an experienced driver who is able to provide transport services throughout the Academy, collecting our Academy and Shadow Academy Players which consists of children and young adults whilst ensuring that the welfare of all passengers is maintained at all times with all functions of the role conducted in a professional manner and in line with all regulatory requirements. The bulk of travel will to and from away match venues but may also consist of ad-hoc journeys.

The role will be required every Wednesday but as it's a casual role you need to be flexible with hours and availability to meet the requirements of the Academy.

Key Responsibilities

- To transport Academy players, staff and associated others in line with regular weekly operational requirements.
- To provide transport to Academy & Shadow Academy players and staff for away match day travel.
- To provide transport for players of school age that attend the Academy's day release programme.
- To ensure that all individuals travelling in vehicles under their supervision always conduct themselves in line with the Club's values and comply with safeguarding protocols.
- To liaise with all relevant staff, where appropriate, to ensure that information, relevant to duties, is communicated effectively.
- To ensure player welfare is always the primary consideration.
- To maintain an up-to-date Advanced DBS check.
- To adhere to a strict code of confidentiality in respect of any information relating to Lincoln City Football Club.
- Be an ambassador for the football club and share in its vision and values.
- To safeguard and promote the welfare of all children, young people and adults at risk.

- Carry out duties in accordance with all relevant company policies, including, but not exclusive to, the Health and Safety at Work Act, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy, Financial Regulations Policy & Social Media Policy.
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General responsibilities

- Carry out duties in accordance with all relevant company policies, including, but not limited to, the Code of Conduct, Equality, Diversity and Inclusion Policy, Health and Safety Policy, Safeguarding Policy and Social Media Policy;
- To safeguard and promote the welfare of all children, young people and adults at risk;
- To be vigilant and support all safety and security operations;
- Act always with utmost good faith to the Club, Foundation and the Company;
- Devote full attention and ability to fulfilment of the duties required by the role;
- Other duties as reasonably requested by a member of the senior management staff;
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices;
- To work with colleagues throughout Lincoln City Football Club & Foundation to extend knowledge and skills in order to identify and develop best practice;
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners;
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails;
- Active participation on continuing professional development and the appraisal process;
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job;
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements;
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner always;
- To cover as and when required at other departments within Lincoln City Football Club & Foundation;
- To recognise commercial opportunities across all products within Lincoln City Football Club & Foundation;
- Promote the brand identity and increase Lincoln City fanbase throughout;
- To support the Lincoln City Football Club green energy saving strategy and meet all requirements including but not exclusive to recycling, waste reduction, energy efficiency; and
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Chief Executive.

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Lincoln City Football Club & Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment.

Safeguarding

This role involves working with children and/or adults at risk in Regulated Activity (or in close proximity to children and/or adults at risk). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

Key relationships

- Head of Football Operations
 - Head of Academy
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Person specification

Job Title: Academy Minibus Driver

KNOWLEDGE

The level and breadth of knowledge to do the job, eg. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

- Being proactive and using your initiative is key

TECHNICAL/WORK-BASED SKILLS

Skills specific to the job, eg. computer competency, typing skills, coaching skills etc

- Full, clean driving license with correct vehicle specifications
- Aged over 25 to comply with our insurance policy

GENERAL SKILLS AND ATRIBUTES

More general characteristics, eg. flexibility, communication skills, team working etc

- Excellent verbal communication skills
- Being friendly yet professional
- Being a team player with an ability to resolve conflict and take on board constructive feedback
- Good attention to detail and punctuality
- Strong interpersonal skills
- Excellent communication skills
- Reliable, punctual & honest
- Positivity and objectiveness
- Ability to use initiative and be creative
- Able to adapt to changes in a fast-moving environment
- Adaptable, flexible and willing to make changes
- Ability to remain calm and studious
- Ability to multi task, meet deadlines and maintain schedules;
- Able to work under pressure and sometimes without specific instruction;
- Approachable.
- Must adhere to confidentiality and data protection procedures at all times
- Ability to prioritise and manage time effectively
- Confident and assertive
- Ambition, passion and willingness to learn

EXPERIENCE

Proven record of experience in a particular field, profession or specialism

- Experience of driving a Minibus is desirable but not essential
- Experience of working in an Academy or football environment