

## **COMMUNITY TRANSPORT COORDINATOR REQUIRED**

*35 hours per week – 8.45am to 4.15pm, (Monday to Friday) £22,500 per annum*

The Bassetlaw Action Centre is looking for a lively and enthusiastic person to have overall responsibility for its Transport function and ensuring efficient and effective community transport provision is available in Bassetlaw. To include:-

- Taking/making bookings
- All associated administration duties
- Attendance at Transport meetings when required
- Promotion of the scheme(s)
- Ensuring all legal responsibilities are complied with
- Recruitment/retention of volunteer drivers
- Supervision of small staff team

If you are capable, flexible, used to working in a very busy environment, with exceptional telephone and IT skills, able to deal with clients at all levels efficiently and would enjoy working as part of a small team, contact us for further details.

**Application packs can be downloaded from our website [www.bassetlawactioncentre.org.uk](http://www.bassetlawactioncentre.org.uk) or are available from The Bassetlaw Action Centre, Canal Street, Retford, Notts, DN22 6EZ. Tel: 01777 709650. The closing date is 9am on Monday 22<sup>nd</sup> August and virtual interviews are expected to be held on Friday 25th August 2022. If you have not heard from us by then, please consider your application unsuccessful.**

**Please include a covering letter with your application, stating what attracted you to the post.**

Bassetlaw Action Centre - Registered Charity No: 1053798 – Company Registered in England and Wales No: 5177066