

<b>Volunteer Role Description</b>	<b>Driving Volunteer</b>
<b>Reports to:</b>	<b>Registered Manager</b>

## Who are we?

Sheffcare is a registered charity providing residential care, day care, and specialist dementia care for older people in Sheffield. Established in 1994 when local authority care homes were transferred to charitable ownership, we operate nine care homes and two day-services across the city. Our charity is committed to offering high-quality, compassionate care at affordable prices, reinvesting any surplus into enhancing our services and facilities.

## What are our values?

- Sheffcare is a charity aiming for everyone to have a good day every day through:



## Purpose of the Role

- As a Driving Volunteer, you will help older people in Sheffield stay connected with their community and enjoy meaningful experiences.
- At Sheffcare, our goal is simple: **to make sure everyone has a good day, every day.**
- You will:
  - Support residents by driving them to appointments, activities, and outings.
  - Help people access our services, including day centres and social events.
  - Play a key role in creating safe, enjoyable journeys for everyone.
- This role is perfect for someone who is friendly, reliable, and holds a clean driving licence.

## What You'll Do

## **Driving and Transport**

- Drive minibuses to safely transport residents, clients, and materials.
- Assist Sheffcare staff in helping passengers get to:
  - Hospital or GP appointments
  - Clinics or community services
  - Day centres and social activities
  - Outings and day trips
- Ensure passengers and items are loaded securely, with staff support.

## **Safety and Vehicle Care**

- Carry out routine checks (tyres, water, oil, fuel) and report any issues to the Registered Manager.
- Keep fuel topped up as needed.
- Maintain vehicle log sheets.

## **Supporting Residents**

- Maintain a friendly, respectful, and cheerful manner
- Engage positively with residents, helping them feel comfortable and valued during journeys.

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## **What We're Looking For**

We'd love to hear from you if you:

- Share Sheffcare's values and passion for supporting older people.
- Hold a full, clean UK driving licence.
- Are compassionate and committed to providing a high standard of care.
- Can adapt your communication style to meet different needs (e.g., dementia, hearing loss).
- Understand the importance of following policies, procedures, and guidance.
- Know the Sheffield area well.
- Have excellent communication and interpersonal skills.
- Are reliable and punctual.

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## **Important Information**

- This role description outlines the main responsibilities but is not a complete list.
  - You will always be supported by Sheffcare staff in your role.
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## **Agreement**

I confirm that I have received a copy of this role description.

Name	
Signature	
Date	

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## **Our Commitment to Inclusion**

- Sheffcare is an equal opportunities employer and values diversity in our staff and volunteers.
- We welcome applications from people of all backgrounds, experiences, and identities.
- We believe that different perspectives enrich the lives of both our residents and our teams.