



APPOINTMENT OF
COMMUNITY TRANSPORT OFFICER

CANDIDATES' INFORMATION PACK

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Faversham Town Council
Town Hall
12 Market Place
Faversham
ME13 7AE

Tel: 01795 503286



Appointment of Community Transport Officer (Contract Initially 3 years)

Hours: 8 hours per week Hybrid Working
(to be worked Tuesday to Friday)

Salary: SCP4-13
(£12.01 - £13.97 per hour)

Faversham Town Council is seeking a Community Transport Officer. The successful applicant will be self-motivated and a team player with good interpersonal skills.

You must be flexible and able to adapt to ever changing demands. The successful applicant will have good communication and IT skills. You will be interacting with the public and other organisations in both verbal and written formats and will need to be organised, flexible and able to show initiative. A D1 licence, or a willingness to gain one, is essential.

An application form with full details of this post can be obtained by contacting: Louise Bareham, Faversham Town Council, 12 Market Place, Faversham, Kent, ME13 7AE. Tel: 01795 503286, email louise.bareham@favershamtowncouncil.gov.uk.

Closing date for applications: 12 noon, Friday 9th August 2024

Faversham Town Council

Appointment of Community Transport Officer

Information for Applicants

Following a successful grant application, Faversham Town Council has been operating a Section 22 bus service 'The Hopper', since April 2024. We have leased a mini-bus for a period of three years. Initially the appointment of a Community Transport Officer is based on this period, however, may be extended subject to further successful funding opportunities.

Faversham Town Council has 14 councillors and plays an active role in the local community, with several committees and working groups leading on a variety of projects and events.

You must be flexible and able to adapt to ever changing demands. The successful applicant will have good communication, administrative skills, an attention to detail, as well as a good IT skills. You will be interacting with the public, Councillors, and other organisations in both verbal and written formats and will need to be organised, flexible and able to show initiative.

The position of Community Transport Officer provides an exciting opportunity to grow what is already being recognised as an essential service. A D1 licence, or a willingness to gain one, is essential.

Faversham is an attractive and historic market town conveniently placed adjacent to the M2 Motorway and within 15 minutes' drive of Canterbury, 30 minutes of Dover and the Channel Tunnel. It is situated on the main London Victoria and St Pancras lines with, therefore, easy access into London and the rest of Kent.

Faversham Town Council

Person Specification

	Requirements	Essential = E Desirable = D
Education, Training and Qualifications	<ul style="list-style-type: none">• English and Mathematics GCSE Grade C or above (or equivalent)• MS Office including Outlook, Word, Excel	D E
Experience	<ul style="list-style-type: none">• D1 Driving Licence or willingness to undertake training• MIDAS or willingness to undertake training	E E
Knowledge	<ul style="list-style-type: none">• Faversham and its community generally• A good understanding of the statutory provisions that govern local government	E D
Skills	<ul style="list-style-type: none">• Excellent communication and interpersonal skills - written, verbal and presentation• Ability to work without supervision and to deadlines• Ability to work as a key member of a small team	E E E

Faversham Town Council

Service Conditions

Terms and Conditions of Employment

As set out in the National Joint Council for Local Authorities Services (Green Book) and NALC/SLCC Conditions of Service for Local Council Clerks and as supplemented by local agreement

Salary Grade

Salary is SCP4-13 and is negotiable according to previous experience.

Length of Contract

The contract is initially for the period of three years, but is subject to further successful funding to extend the community bus service.

Allowances

A casual user car allowance at 45p per mile will be paid, should you be required to use your own car for council business, to be agreed by the Town Clerk in advance.

Working Hours

The hours are 8 per week, although some flexibility is required. This is a hybrid position, which can be worked from home, in the office or any location in the vicinity of Faversham.

Leave Entitlement

There is an entitlement to 25 working days for a full-time contract, rising to 27 days after five years' continuous service which will be paid pro-rata. In addition, there are eight public/bank holidays which you are entitled to receive pro-rata. The leave period is 1 April to 31 March.

Pensions

The post-holder will be not eligible to join the Local Government Pension Scheme.

Probationary Period

The post is subject to a probationary period of three months.

Notice Period

The period of notice to which the post-holder is entitled, and which should be given, is one month to take effect after the probationary period of three months.

Responsibility

The post-holder is responsible to the Facilities Manager.

Faversham Town Council

Job Description

Community Bus Officer

Job Purpose

The Community Bus Officer will perform a wide range of administrative and support activities to facilitate the efficient operation of the Community Bus Service 'The Hopper'.

Location

Town Hall, 12 Market Place, Faversham, ME13 7AE
Home or other locations in the vicinity of Faversham

General Duties

Duties include, but not limited to, the following:

1. Ensuring daily check forms are completed by the drivers and filed noting any defects logged and arranging rectification
2. Monthly rotas for drivers, ensuring cover when drivers need to swap/change
3. Checking for planned roadworks and planning suitable diversion routes and communicating this with the relevant drivers and updating social media
4. Promotion of the service on social media and other channels
5. Promoting the community bus service at various events.
6. Volunteer driver recruitment campaigns
7. Arrangement of the training for new drivers e.g. enrolling on Midas, shadow other volunteers
8. Downloading reports and completing the monthly return to Kent County Council for payment of the concessionary bus passes
9. Liaising with the Facilities Team regarding cleaning and with the drivers over refueling the vehicle
10. Dealing with accidents/incidents and completing log and arranging repairs where necessary
11. Ensuring a change float is available for the bus and liaising with the Finance Officer over the banking of the ticket money taken
12. Liaising with local CT operators such as Wealden Wheels, Compaid, and Sheppey Wheels if a spare vehicle is needed/help on other issues.
13. Carry out surveys/questionnaire with regard to the service.
14. Apply for funding and grants to improve and enhance the service.

Contract

This will initially be a 3 year contract, based upon the National Joint Council for Local Authority Services Terms and Conditions and subject to additional funding to extend the length of the community bus service.