



Upper Tay Transport
Upper Tay Transport is a subgroup of Tay Valley Timebank (SCO49606)
Job Description & Person Specification

Job Description

Job Title:	Transport Co-ordinator
Location:	Based in Aberfeldy at the Locus Centre
Reports to:	Chair of Tay Valley Timebank
Hours of work:	24 hours per week in the first instance. There may be a possibility of additional hours once the post is established.
Salary	£14 per hour (PAYE) based on experience

Summary of Position:

Tay Valley Timebank as the ‘parent company has established the Community Transport Hub in the Locus Centre, which is now integrated with Aberfeldy Information Centre functions. The successful candidate will be required to act as ‘front of house’ for the public and act as day to day co-ordinator of the Upper Tay Transport services, and provide holiday cover for the Hub Manager.

Key Tasks

Be the ‘front of house’ person for the public	Provide information about local services and provide information to local people and visitors. This post will complement the service provided in the AIC and appropriate training will be provided.
Run ‘Community Lifts’ on a day to day basis	Answer phones Link drivers and passengers Invoice for lifts and keep records Find and engage voluntary drivers.

Promote Active Travel	<p>Take bookings for Active Travel sessions, guided bike rides and training sessions.</p> <p>Encourage use of local walking opportunities.</p> <p>This aspect of the service is currently under review but it is not expected that it will include checking bikes for loan or hire.</p>
Operate and develop other services run by UTT	<p>UTT is the transport initiative developed by TVT for the community and is tasked to improve opportunities for local transport and will develop other initiatives in which you will be involved, and may be incorporated into your job description as the service develops.</p>
Promote Upper Tay Transport	<p>To promote UTT when meeting people</p> <p>To prepare publicity material</p> <p>To maintain and keep website and database up to date</p> <p>To promote the service using social media.</p>
Provide reciprocal holiday cover for the Hub Manager	<p>The successful candidate will be working in conjunction with the Hub Manager and provide cover for scheduled absences.</p>

Person Specification

Criteria	Essential	Desirable
Educated to standard grade level	X	
Knowledge of Upper Tay area and current transport options		X
Experience of co-ordinating projects		X
Computer skills including Word, Excel and basic book-keeping		X
Knowledge of website maintenance		X
Knowledge of social media		X
Is a team worker	X	
Positive, 'can do' attitude	X	

The post is part time, appointed for one year in the first instance.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. Your work will be guided on a day to day basis by the Hub Manager.

Training will be provided as required.