

# **Trips Programme Support Role Description**

**Based SC House ( Head Office) Vanwall Road, Maidenhead.**

## **Volunteering with People to Places**

Giving your free time to support others is one of the most satisfying and rewarding acts of kindness. Our charity relies daily on the support and dedication from our volunteers and the time they commit to helping others. If you find yourself with some spare time, anything from a couple of hours occasionally to a regular day of the week, and you would like to support your local charity, contact us today!

Expenses can be claimed but must be agreed by a senior member of staff.

## **What will you do?**

- Work with scheduler and operations manager to create an annual trips programme
- Assist with booking requests. Taking and making phone calls to passengers
- Contact destination service providers i.e. restaurants, pubs, Shopmobility providers, local attractions etc. To ensure our passengers are catered for on arrival.
- Provide assistance to drivers when required on trips.
- Mileage expenses can be claimed but must be agreed by a senior member of staff.

## **What's in it for you?**

- make a real difference to people's lives
- increase your employability
- work with a range of different people, independently and in a team
- have a positive impact in your community

## **What do you need to have?**

- Excellent It Skills
- Be well organised
- Hold the relevant licence category for the vehicle being driven
- Have a driving record free of criminal or reckless offences, this is checked every year by People to Places
- Be willing to undertake an enhanced DBS check organised by People to Places,

which will be repeated every 3 years:

- Under the Rehabilitation of Offender Act 1974, Police act 1997. Do you have any convictions, cautions that are not “Protected “as defined by the Rehabilitations of offenders act 1974 (Exceptions Order1975(as amended in 2013)  
The amendments to the Exception Order 1975(2013) provide that certain convictions and cautions are “Protected “and are not subject to disclosure. Failure to declare any convictions that are not “protected” may result in an offer of volunteering being withdrawn
- Be aware an understand People to Places Safeguarding Policy
- Be willing to sign People to Places Confidentiality Agreement.
- Undertake MIDAS training provided by People to Places, renewed every 4 years

## How much time do you need to give?

Ideally the Trips Programme Support would be available to come to the office two days a month and also travel on approximately two trips per month. The day and hours would be flexible and by arrangement.

## Valuing inclusion

Our aim is that our workforce will be truly representative of all sections of society and each employee and volunteer feels respected and able to give of their best.

Selection for employment, promotion, training or any other benefit is on the basis of aptitude and ability. All employees and volunteers are helped and encouraged to develop to their full potential.

People to Places aspire to:

- Create an environment in which individual differences and the contributions of all are recognised and valued
- Promote equality and value diversity in the workplace environment
- Make training, development and progression opportunities available to the workforce
- Ensure that every employee/volunteer is entitled to a working environment that is respectful of individual beliefs

We welcome applications from all areas of the community who would like to join us in our mission to deliver independence and tackle isolation in Windsor and Maidenhead. If you would like to sign up, click [here](#) or visit our [website](#) to find out more about us.

## Contact details

If you are interested in becoming a Mobility Equipment Maintenance Engineer (Deputy) and would like to discuss next steps and how we can support you please contact Dave Ross, Operations Manager at People to Places via email [DRoss@people2places.org.uk](mailto:DRoss@people2places.org.uk)