



**Swarcliffe
Good
Neighbours
Scheme**

Part Time Minibus Driver/Support Worker

(Permanent)

Salary: £15,873.00 pro rata per annum

25 hours per week:

Tuesday	11.30am	–	3.30pm
Wednesday	8.30am	–	4.00pm
Thursday	8.30am	–	4.00pm
Friday	8.30am	–	2.30pm

Swarcliffe Good Neighbours Scheme is a well established community-based charity working with and for older people living in Swarcliffe, Stanks and Whinmoor. With the help of our staff and volunteers, we run weekly activities, monthly trips, annual holidays and fund raising events.

Purpose of the Role:

To provide a safe, reliable, and respectful transport service for clients of Swarcliffe Good Neighbours Scheme. The role requires ensuring the dignity, safety, and wellbeing of all passengers throughout their journey - from their doorstep and return. Support all activities provided by the Scheme.

Key Responsibilities:

Minibus Driver:

- Safely drive our disabled access minibus to transport service users.
- Assist service users from their homes to the minibus and from the minibus to their destination, ensuring they are treated with dignity and respect at all times.
- Provide friendly, courteous support to all passengers.
- Liaise with staff/volunteers to ensure smooth drop-off and pick-up procedures.
- Follow all safeguarding procedures and work in line with Swarcliffe Good Neighbours Scheme values and policies.

Support Worker:

- To prepare the main hall for the running of luncheon clubs and events.
- To work with the Chief Executive Officer/Volunteers to deliver a programme of activities and outings for service users.
- To cover other staff holidays.

Essential Requirements:

A full UK driving licence with Category D1 entitlement.

A clean driving record.

A caring and respectful attitude towards older people.

Desirable Qualities & Experience:

Understanding of the needs of older people.

Strong communication skills.

Reliability and a willingness to work within guidelines.

Experience with driving and operating a disabled access minibus.

Experience with community transport or volunteering with older people.

Experience of driving in a safe and responsible manner.

Basic understanding of safeguarding practices.

Ability to work independently and follow schedules.

Knowledge of the Swarcliffe area preferable.

If you are interested and would like to join our team at Swarcliffe Good Neighbours, Swarcliffe Community Centre, Stanks Gardens, Leeds LS14 5LS please telephone 0113 2326910 or email swarcliffegoodneighbours@gmail.com for application form. Closing date for applications Friday 17th October 2025.