

NIACRO JOB DESCRIPTION

JOB TITLE: Bus Driver (Contracted)

RESPONSIBLE TO: Team Lead

REF: TMD/08-24TMC

The Organisation

NIACRO is a voluntary organisation working to reduce crime and its impact on people and communities. Our vision is of a society in which the needs and rights of all, including victims of crime, adults and children who offend and those who are at risk of offending, are equally respected. This drives our work with:

- Children and young people who are experiencing difficulties and / or who may be perceived to be vulnerable to offending;
- Families affected by imprisonment; and
- Adults in prison and in the community who have offended / are perceived to be vulnerable to offending or impacted by crime.

We currently have a staff complement of 140 staff, and 30 volunteers.

NIACRO are accredited Investors In People organisation, at Gold Level. We also hold Investing In Volunteering and Investing in Children Awards and Cyber Essentials Plus.

The Visitor's Centre

NIACRO is contracted by the Northern Ireland Prison Service (NIPS) to run Visitor Centre services in Northern Ireland's three prison establishments: HMP Maghaberry, HMP Magilligan, and Hydebank college. The services (including creche facilities, hospitality, information and advice and support and **transport** for visitors) are in place to meet the needs of adults and children visiting family members and friends in prison. Recognising that this has the potential to aid successful resettlement and help reduce re-offending. A key aim of the services are to provide a safe, encouraging and welcoming atmosphere for anyone attending visits before, during and after.

Job Summary

The post holder (bus driver) will be a part of a team that will create a welcoming and inclusive environment for anyone visiting someone in prison. The post holder will transport visitors to and from their visit, inside the prison, as well as ensuring cleanliness and bus maintenance.

Salary:	£14.04 hourly rate (plus £0.70p per hour worked prison allowance)
Hours:	8.30am – 4.45pm - Saturday Hours available across the month, up to 4 Saturdays available currently. We aim to create a team of sessional and or contracted drivers to provide cover as and when required.
Location:	Maghaberry Prison
Duration:	Saturday Hours available across the month, up to 4 Saturdays available currently 8.30am – 4.45pm . Contracted hours minimum 7 hours maximum 28 hours per month.
Annual Leave:	Calculated based on hours worked.
Trade Union:	Employees are encouraged to join the Trade Union recognised for the purpose of collective bargaining, which is the Northern Ireland Public Service Alliance (NIPSA).
Pension:	NIACRO operates a Contributory Group Personal Pension Scheme with up to a 9% employer contribution when matched by an employee's 8% contribution.
Travel:	Appropriate travel allowance is paid for mileage undertaken in connection with work.
Access NI:	This post requires a check to be carried out under the requirements of ACCESS NI Basic disclosure. Continuity of employment is subject to a full NIPS Security Check and full security clearance (CTC) being upheld for the duration of the post. Applicants must be age 18 or over on application to meet the requirements of the post.
Training:	NIACRO is committed to the continuous development of all its employees. The post holder will participate in all relevant training and development initiatives that are identified as required by the Line Manager.

Duties & responsibilities

1. Provide transport to the visitors into the prison grounds.
2. To promote a friendly, caring and supportive atmosphere welcoming all who attend the visitor centres, buses and visiting halls.
3. Maintain health and safety standards and participate in cleaning duties on each of the buses.
4. Building relationships over time to build trust and offer support and signpost to other services within the prison and beyond.
5. Keep appropriate records.
6. Liaison with prison staff on behalf of visitors as appropriate.
7. To undertake any other duties as required by the Visitor Centre Supervisor.

Person Specification

Essential Criteria

- Must hold a full clean driving licence, to include category D PCV entitlement and CPC. If there is relevant driving experience and category D PCV entitlement without CPC, CPC training will be provided.
- Excellent interpersonal communication skills.
- Ability to display appropriate understanding and sensitivity when supporting people.

Desirable Criteria

- 12 months experience of driving passenger vehicles.
- Experience of working within a wider team
- Experience of working within the Criminal Justice System

NB: To secure an interview all the essential criteria must be clearly demonstrated. If required, desirable criteria may be applied when shortlisting.

Statement of non-discrimination

NIACRO is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role". Any disclosure will be considered in the context of the job description, the nature of the offence and the responsibility for the care of others.

Further information on Access NI and a copy of NIACRO's Handling and Assessing Criminal Convictions Policy can be accessed [here](#). If you need to discuss this further, please contact us on 02890320157.

NIACRO is an Equal Opportunities Employer