



Reg. Charity N^o: 1090241
C^o Ltd By Guarantee: 4273386

Transport Volunteer Planning and Policy Supervisor

Role Description

Role Title:	Transport Volunteer Planning and Policy Supervisor
Area of work:	World Fire Fighter Games 2008, Merseyside
Office base:	Echo Arena
Responsible To:	Transport Manager

Role Purpose:

To assist the Transport Manager in developing transport policies, operating procedures and schedules in order to ensure the smooth running of transport services for the lead up to, and the duration of the World Fire Fighter Games 2008. The role holder will assist with developing plans for the VIP booking system, coordinating the correct issue of Transport Passes and maintaining a positive relationship with stakeholders. The role holder will be key to delivering a seamless transport solution to visitors to Merseyside. This is an exciting opportunity to develop and demonstrate management skills whilst representing the World Fire Fighters Games 2008 (WFG08) at what promises to be a significant event in the Capital of Culture's calendar.

Main tasks:

- Assist with managing the Transport Plan throughout WFG08.
- Mobilise service vehicles in line with level of authority.
- Assist with managing the contingency plan.
- Develop transport policies, standard operating procedures and communication strategies.
- Brief and develop internal and external stakeholders.
- Coordinate the issuing of transport passes at Echo Arena.
- Assist with the development of the VIP booking system.
- Build a database and produce transport spreadsheets.
- Produce VIP, client and equipment collection / drop off schedules / timetables for events.
- Liaise closely with the Help Desk, Transport Manager, Volunteer Transport Coordinator and other Team Members and adapt plans at short notice.
- To meet with the Transport Manager where appropriate prior to the Games to assist in planning and work allocation.

Other Duties:

- To follow guidance contained in the Volunteers Handbook.
- To attend the induction and any other training deemed appropriate for this role.
- To undertake any other tasks as may be deemed reasonable and appropriately connected to the role.

Confidentiality

To be responsible for maintaining confidentiality of information relating WFG08 volunteers and to the work of Fire Support Network.

Equal Opportunities

To be committed to equal opportunity principles and to comply with Fire Support Network's policies and procedures relating to equal opportunities.

Hours of Work

It is expected that the role holder will meet with the Transport Manager on a regular basis prior to the Games. This should not exceed more than 9 hours a month, and times can be flexible.

The commitment will need to be greater for the duration of the Games so as to provide full daytime cover, by rota. It is expected that the role-holder will be available on a full-time basis for the duration of the Games, supported by an assistant.

Management Arrangements

The role-holder will be a Fire Support Network volunteer and receive line management for this role from the Volunteer Manager.



PERSON SPECIFICATION

The role holder should be able to demonstrate that they have the skills and experience in each of the following areas:

COMMON REQUIREMENTS OF ALL FSN POSTS:

Communication Skills

- To be able to understand and be understood by different groups and individuals in various situations.
- To be able to prepare and present both written and verbal reports to a high standard.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote Fire Support Network's reputation.

Organisational Skills

- To be able to plan and organise your own and subordinates' workloads,
- To be able to set up and maintain appropriate systems for the management of your work.

Team Working

- To be able to contribute to the Fire Support Network team overall effectiveness, to share skills, expertise and ideas.

Equal Opportunities

- To be committed to equal opportunities for everyone, i.e. people who have been treated differently because of their race, gender etc.

Voluntary Sector

- To have an understanding of the voluntary and community sectors, the context within which they work and their value base.

Essential Additional Requirements Specific to this Post:

- Managerial experience.
- Self motivation and ability to work on own initiative
- Enthusiasm
- Flexibility

Desirable Additional Requirements Specific to this Post:

- Experience of managing logistics.

