



JOB DESCRIPTION

JOB TITLE: Driver & Logistics Assistant

DEPARTMENT: Academy, Operations and Development

REPORTS TO: Logistics Coordinator

LOCATION: CFA

DATE: August 2017

Job purpose

To assist with all Academy transport requirements as directed by the Logistics Coordinator. To provide transport for players, trialists, staff and families of players and to ensure their comfort, safety and welfare is maintained at all times. To assist in the coordination of transport and logistics support for the academy.

Key responsibilities

- To provide a safe and efficient travel and transport for all guests, staff, families and players of the academy.
- To work with the Logistics team to plan and arrange safe and efficient transport plans for the Academy.
- To conduct basic checks and maintain the department's fleet vehicles, this will include administration and reporting of any deficiencies immediately to the appropriate person.
- To maintain high standards of cleanliness for all fleet vehicles.
- To develop and maintain excellent working relationships with staff, players, parents and other key academy stakeholders.
- Manage the day to day transport schedule for the relevant Academy players and ensure all travel arrangements are made as required and delivered to the highest standards.
- To communicate and provide information when appropriate to relevant staff on any aspect of the players behaviour, welfare or development.
- To support and provide cover for the Logistics Coordinator during periods of annual leave, absence and when required.
- To produce administrative and practical work of the highest standards, with excellent attention to detail.
- To ensure the departmental vehicles are maintained to a high standard (any faults are reported and resolved and the vehicles are kept clean and tidy) and all relevant documentation is produced and kept up to date.
- To provide support to Academy Teams at Home and Away match days where required and agreed with the Phase Operations Managers and Kit department.
- To provide logistical support for pre-season tours and tournaments as required.
- To provide a meet and greet service for, and accompany trialists and prospective signings and their families as required when they visit Manchester. Ensuring a world class first impression is given to the trialists and their families.



- To work and behave in line with the academy values.
- To contribute to the creation and maintenance of a high performance sporting environment.
- To develop innovative solutions to problems and to constantly evolve operations to ensure the highest standards of service are provided.
- To support transport arrangements for members of staff as and when required.
- Any other duties as determined by the Logistics Coordinator and Academy Secretary.

General responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

Safeguarding

- This role involves working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

Key relationships

Players and players' families
Academy Staff
Player Agents and Representatives
Wider club staff

Scope of job

- To assist with the planning and delivery of all travel and transport requests within the academy
 - Provide a professional, safe and pleasant experience for all passengers
 - Be an effective communicator
 - Build strong relationships with all staff, players and guests
 - To have the ability to adapt to the businesses needs and to be flexible around working hours.
 - Deliver a first class service to all clients.
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Person Specification

Job Title: Driver and Logistics Assistant

Department/Location: Academy CFA

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

- Basic knowledge of vehicle maintenance.
- A working knowledge of administrative management.
- Good working knowledge of the key Microsoft Office Packages

Desirable

- Basic knowledge of legal framework & requirements around driving legislation.
- Knowledge of travel bookings and world geographical awareness.

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

- Good communication skills essential.
- Confident and experienced driver
- Excellent attention to detail.
- Competent computer skills and ability proficient in the key Microsoft office packages.

Desirable

- Basic understanding of spoken languages such as French, Spanish and Italian.

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Highly self-motivated and able to be reactive and flexible.
- Ensuring Confidentiality at all times.
- Strong Administrative skills.
- Be an Effective team member
- Flexible attitude to working hours and willingness to work unsociable hours on a frequent basis.

Experience: proven record of experience in a particular field, profession or specialism. Any period of work required must be appropriate and not excessive.

Essential

- Experience meeting and greeting people in a professional manner.

Desirable

- Experience in transportation and travel arrangements.
- Experience working with young people.

Qualifications: the level of educational, professional and/or occupational training required

Essential

- Must be over the age of 25 with at least 2 years driving experience.
- Clean driving license.
- UK Passport



Desirable

- Advance or secure driving certification
- D1 category on driving license (if applicant does not have this entitlement at present they must show willingness to obtain D1 within first 6 months of employment).