Job description

Role Title	**Village Driver**
Department	Community
Reports To:	Head of Community Service
Hours:	2 employees, each working 21 hours per week, with coverage from 10:00 AM to 4:00 PM daily, seven days a week. Occasional evening shifts may be required.
Pay	£14 per hour
Main Work Location	The Whiteley Homes Trust – Walton on Thames, Surrey

Introduction – The Whiteley Homes Trust vision

Every employee is here to sustain a thriving community, with outstanding accommodation for older people of limited means and to develop and share our success, so older people can live happy and fulfilling lives. Your job is to make Whiteley the best place to age in Britain.

Role Overview

The Whiteley Homes Trust, "the Trust," is a charity that manages Whiteley Village in Surrey. The purpose of the charity is to provide homes for older people of limited means from all over the country. Founded over a hundred years ago in Walton on Thames, Surrey, the Village is located in 225 acres of beautiful grounds and is a very special place to live and work.

Established in 1917 the village has many Grade 2 listed buildings and provides housing for nearly 400 older people of limited means. There are 265 Almshouses and 51 extra care apartments and the Village also has a church, activity centre, pool, village hall, shop and community café. There is also a small number of market rent properties within the village.

We are seeking a reliable, friendly, and physically capable Village Driver to support our residents and hospitality team. This role is vital to ensuring safe, comfortable transport for residents to local events and destinations, while also assisting with logistics and equipment movement for community activities.

Whiteley Trust Core Values:

We encourage all our employees to play their part in demonstrating our core values in their day to day work with colleagues and customers

What you will be doing

Key Responsibilities:

- Safely transport residents to and from locations and events within the village.

- Assist residents in and out of the vehicle, ensuring comfort and dignity at all times.
- Communicate effectively with residents and colleagues to coordinate transport schedules.
- Maintain accurate records of journeys, passengers and any incidents following the Trust guidelines
- Collect payment for the journeys and pay into accounts as processes indicate
- Support community events and activities where transport may be needed, this may include driving externally to collect catering supplies, decorations or other event-related materials
- Support the Community Café and shop with deliveries within the village
- Maintain cleanliness and safety checks of the vehicle.

General

- It is the duty of all employees to ensure that a safe working environment and safe working practices are always maintained. It is also the responsibility of the management team to ensure full compliance.
- Undertake any other duties which may be reasonably deemed to come within the scope of the post, relating to the activities of the department
- Foster a positive work environment by treating colleagues, clients, and stakeholders with respect and understanding.
- Establish and maintain clear professional boundaries while ensuring effective communication and collaboration.
- Demonstrate integrity, accountability, and consistency in all tasks and interactions.
- Work effectively as part of a team, while also being self-motivated and capable of independent work.
- Ensures full compliance with all the Trust's Policies and Procedures
- To complete mandatory and job-related training as required
- You will be responsible for the confidentiality, integrity and availability of all data which you have access to in the course of your work. You must not disclose any information of a confidential or sensitive nature about the Trust, any or our service users or any of our employees. There is an exception if you need to share this information as part of your job or if you are required to by law.

Note: No Job description can cover every issue that may arise within the duties of the post at various times. The post holder will be expected to carry out any other duties from time to time that are broadly consistent with those in this document.

Person specification

	Required	***Desirable***
Skills & Knowledge	• Aged between 21 and 70 (for insurance purposes). • Physically fit and able to lift and move equipment and assist residents. • Friendly, patient, and respectful demeanor. • Flexible and willing to work occasional evenings or weekends for special events.	
Qualifications	Full, clean UK driving licence.	

Other information

TWHT is committed to safeguarding and promoting the welfare of its employees and older people. We expect all our employees to be aware of their responsibility to protect employees and residents from abuse or harm. Successful applicants will be required to undergo a DBS check and provide proof of their right to work in the UK.

To apply, please email a cover letter and CV to jobs@whiteleyvillage.org.uk

Updated December 2025