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**Bus Driver & Site Support**

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| **Job grade** | **Seasonal** | **Reports to** | **Operations Manager** |
| **Directorate** | **Operations** | **Function** | **Transport and site presentation** |
| **Contract**  | **Seasonal** | **Location** | **Whipsnade** |

**Responsibility for resources**

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| --- | --- | --- | --- |
| **Direct line reports** | **None** | **Responsibility for other resources** | **Driving a 23-seater bus, bus maintenance and site presentation.**  |
| **Financial resources** | **None** |

**Our vision and mission**

The Zoological Society of London (ZSL) is an international conservation charity, driven by science, working to restore wildlife in the UK and around the world. Our vision is a world where wildlife thrives and every role, every person in every corner of ZSL has one thing in common – we are all conservationists, and passionate about restoring wildlife.

**Purpose of the role**

The purpose of this role is to support the Operations team across the Whipsnade Zoo site, transporting visitors on our assistance bus throughout the day and ensuring the site presentation is at its best.

The post holder will work closely with the Operations Manager to deliver the responsibilities and activities as noted within the Main Duties and Key Responsibilities section of this document.

**Key responsibilities**

* Visitor focused - driving, picking up and dropping off visitors around the zoo
* Site Presentation - you may be asked to help assist in tasks around site to make the site look its best
* Presentation of the bus – responsible for the cleanliness and upkeep of the vehicle

The duties and responsibilities described are not a comprehensive list and additional tasks

may be assigned from time to time that are in line with the level of the role.

**Person Specification**

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| Experience |
| Essential | * Due to insurance candidates must be over 25 and have held a valid driver’s licence for at least 2 years.
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| Desirable  | * Experience working in a visitor focused environment.
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| Knowledge and skills |
| Essential | * Friendly and engaging, visitor focused
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| Desirable | * Able to demonstrate high accuracy and attention to detail with reference to written communications, whether in the form of documentation or call logging.
* Have existing experience of driving larger vehicles
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| Additional requirements |
| Essential | * This post will require extensive outside working with direct exposure to the weather and animals.
* This post requires working some weekends.
* A full, clean, driving licence is required for this role.
* Strong commitment to creating a culture that lives ZSL values and commitment to safeguarding, equality and diversity (collaborative, inspiring, inclusive, innovative, impactful and ethical)
* To comply with and promote Health and Safety policies and procedures
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