



The National Body for Neurodiversity

Driver

Role Profile

November 2025



About The Donaldson Trust

As the National Body for Neurodiversity, we are a catalyst for change. We believe there is a genuine opportunity to change society for better. We aim to be at the forefront of driving this change, and make a difference with, and for, neurodivergent people.

We're a team filled with caring and talented individuals who work together to create positive change. You will be part of a team dedicated to giving neurodivergent people a voice and contributing to our vision of a society in which neurodivergent people are understood, accepted, treated fairly and valued.

Our Values

We share what we know

We share our knowledge so that more neurodivergent people can thrive.

We connect people

We build partnerships and collaborations to increase opportunity and inclusion for neurodivergent individuals. We achieve more together.

We remove barriers

We work together to look for win-win solutions. We make it easier for neurodivergent people to feel accepted, valued and for their voice to be heard.



The Role: Driver

Job Purpose

Reporting to the Facilities Manager, provide an effective transport service across The Donaldson Trust, ensuring the safety and comfort of all supported people and promote a positive impression of the Trust.

The role will work to a flexible rota in order to meet operational requirements.

The role will always work in accordance with health and safety legislation and organisational policies and in a way that minimises both risk to others and disruption to services.

Key Responsibilities

- Undertake daily driving duties to meet the needs of services and visitors, as directed by the Facilities Manager.
- Ensure regular cleaning (inside and out) and routine maintenance inspections (Oil levels, Tyres, Lighting, etc) of all the Trust's vehicles.
- Ensure full and timely reporting of all breakdowns, significant problems, repair requirements, delays or down time.
- Work collaboratively to ensure the highest quality of support is experienced for all those who use the Trust's services.
- Work with the transport assistant to ensure that the children, young people and trainees feel comfortable and safe at all times during transport.



- Ensure that seat belts and safety harnesses are secured before journey starts. Assist individuals, when necessary, to board and disembark vehicle.
- Ensure effective communication with the young people as well as between transport, services and parents/carers.
- Maintain confidentiality at all times.
- Assist in dealing with any challenges during journeys and ensure safety of users at all times.
- Undertake training as required.
- Remember that the journey to and from school is part of the Donaldson's day and should endeavour to have a good relationship with all supported people.
- Ensure that any health and safety, safeguarding and near misses are reported through the Trust's reporting processes.
- Proactively engage in all improvement initiatives to make the service provided safer and a more enjoyable customer experience.



- Continuously develop own understanding and overall awareness of best practice in supporting neurodivergent individuals and meeting the needs of those we support.
- Promoting and upholding The Donaldson Trust's Strategy, Values and Attributes.
- Being aware of and complying with the Trust's Policies and procedures.
- Supporting continuous improvement and modernisation of processes.
- Attending First Aid training as a designated First Aider for the Trust.
- Maintaining own Continuous Professional Development.
- Carrying out any other duty as reasonably directed by the Facilities Manager.

Please note this list of duties is not exhaustive.

About You

Below are the key qualifications, experience and knowledge, and skills and attributes required for the role. Please note each criteria is assigned as **Essential** or **Desirable**.

Qualifications

• Driving Licence	Essential
• First Aid	Desirable
• MIDAS or equivalent driving qualification (training will be provided)	Desirable

Experience and Knowledge

• Demonstrable experience in a “driver / driving” position	Desirable
• Experience of working with risk assessments and safe standards of work	Desirable
• Previous experience of transporting passengers	Desirable

Skills and Attributes

• Professional; Ability to work with consistency, attentiveness, integrity, pride and discretion	Essential
• Dependable; Ability to manage time effectively and remain reliable	Essential
• Collaborative; Ability to work as part of a team, contribute ideas and highlight issues	Essential
• Curious; A willingness to learn and be open to learning about our people and their needs	Essential
• Adaptable; Be flexible and be able to adapt to change and uncertainty	Essential
• Able to communicate clearly, understand and follow instructions	Essential
• Strong interpersonal skills and relationship management	Essential
• Have good verbal, written and interpersonal skills	Essential
• Be able to accurately record information and evidence work completed	Essential
• Excellent attention to detail	Essential
• Able to work with minimum supervision	Essential
• Self-motivated with a can-do attitude	Essential
• A calm and empathetic approach	Essential
• Willingness to work flexibly to meet business needs	Essential

Please note this list of duties is not exhaustive.





Remuneration:

Salary:	£12.60 per hour
Hours:	Part time, 18 hours per week (0.48 FTE)
Reporting to:	Driver
Location:	Linlithgow campus
Pension:	AEGON (up to 12% employer contribution)
Benefits:	• Life Assurance Scheme (three times the salary) • Employee Assistance Programme • Health Cash Plan • Doctorline • Colleague Discount Scheme • Family Friendly Policies • Strong commitment to learning and development

To Apply:

To apply, please complete an online application via our website:

<https://www.donaldsons.org.uk/application-form/>

If you would like to discuss the role further, have any questions, or would like any assistance with your application, please contact us on people@donaldsons.org.uk and we would be happy to help.

Closing date: Friday 5th December 2025

