****

**TRANSPORT COORDINATOR**

At Spina Bifida Hydrocephalus Ireland we're looking for a Transport Coordinator to join our values-driven, collaborative, and deeply rewarding team.

**JOB SPECIFICATION**

**Job Title:** Transport Coordinator

**Reports to:** CEO

**Nature:**  Full Time

**Location:** SBHI National Resource Centre (NRC), Old Nangor Road, Clondakin, Dublin 22, D22W5C1

**Date:**  July 2025

**Salary:**  €40,000

**PURPOSE OF JOB**

SBHI is seeking a dedicated and organised Transport Coordinator to manage and oversee all aspects of transport services for individuals with Spina Bifida and/or Hydrocephalus. This is a dynamic role combining transport logistics, safeguarding responsibilities, and hands-on support to ensure the safety, comfort, and dignity of our service users.

The ideal candidate will be responsible for coordinating daily transport operations, ensuring vehicle safety, and providing support to service users throughout their journeys and during the day service programme. Compassion, reliability, and excellent communication skills are essential.

**KEY RESPONSIBILITIES**

* Coordinate all transport logistics, including staffing and vehicle scheduling, to ensure timely and efficient transport of service users.
* Manage all the administrative tasks associated with the role
* Safely transport service users from their residence or pickup location to their destination and back.
* Carry out pre-journey inspections of vehicles to ensure safety and security compliance.
* Manage regular maintenance and servicing of SBHI transport vehicles.
* Provide door-to-door assistance, ensuring the safety and wellbeing of service users at all times.
* Identify and report any safeguarding issues or concerns promptly in line with SBHI policies.
* Assist service users in participating in daily activities, work tasks, and programmes.
* Support service users with personal care as needed, respecting dignity and privacy.
* Supervise and assist during mealtimes and breaks.
* Encourage and promote independence by enabling service users to complete tasks themselves when possible.
* Maintain confidentiality and adhere to SBHI data protection and safeguarding policies.
* Comply with infection-control protocols to protect both service users and staff.
* Ensure working areas, including transport vehicles, remain clean, safe, and well-organised.

**SKILLS, EXPERIENCE, AND PERSONAL QUALITIES**

**Essential**

* Full clean driving licence
* Proven experience in a transport coordination or driving/support role (preferably within health, social care, or disability services).
* Strong organisational and time management skills.
* Excellent communication and interpersonal abilities.
* Understanding of safeguarding and duty of care practices.
* Basic vehicle maintenance knowledge and understanding of transport regulations.
* Ability to assist with personal care and mobility needs sensitively and respectfully.
* Calm, compassionate, and professional under pressure.
* Ability to work independently and as part of a multidisciplinary team.
* Commitment to confidentiality and upholding the values of SBHI.

**Desired**

* Experience working with individuals with physical or intellectual disabilities.
* First Aid and Manual Handling Certification.
* Training in infection control, data protection, and/or safeguarding (or willingness to undertake).

**Working Conditions**

* This role involves regular driving and assisting service users in and out of vehicles.
* May require flexible hours depending on transport schedules and user needs.
* Physical activity involved, including lifting and assisting with mobility aids.

**APPLY FOR THE JOB**

Do you want to join our team as our new Transport Coordinator? Then we'd love to hear about you! Click the Apply Now button below and send in your application before **23rd July 2025 @ 12pm.**

[**APPLY NOW**](https://spina-bifida-hydrocephalus-ireland.homerun.co/transport-coordinator/en)