

Hour Car - Car Share Scheme

JOB DESCRIPTION

Post Title: Scheme Manager

22 hours per week

Job share would be considered

1. PURPOSE OF THE POST

- a) To manage the Hour Car - car share scheme.

2. SUPERVISION

- b) Responsible to the Directors of Hour Car.
- c) Subject to the directives of the Hour Car Management Committee.

3. SUPERVISORY RESPONSIBILITY

- d) Responsible for supervision of work of volunteers and any other staff that Hour Car may employ in the future.

4. RESPONSIBILITY FOR ASSETS

- e) All payments to Hour Car principally from membership fees and car usage fees from members.
- f) Hour Car vehicles and contents.
- g) Car locations including key safes and keys.
- h) Computers and all equipment in the office.
- i) Mobile phone for emergency contact by members.
- j) Cash handling and payments.

5. RANGE OF DUTIES

5.1. Care of Vehicles

- a) Responsible for regular checks on vehicles.
- b) Ensure that any vehicle not in a roadworthy condition is not used and taken to the garage for repair.
- c) Arrange periodic servicing and prompt repairs by garages/others, as necessary.
- d) Ensure that vehicles are kept clean and in good order.

5.2. Supervise System for Booking and Vehicle Usage

- a) Maintain the on-line booking and member usage systems.
- b) Check usage by members against bookings.
- c) Sort out member usage and/or booking anomalies and give members feedback as necessary.
- d) Be available on the emergency mobile phone for emergency requests and enquiries (approximately one per week).
- e) Ensure that members adhere to the rules and regulations of the Scheme.
- f) On occasion, make and alter members' bookings as required.

5.3. Invoicing and Payment

- a) Compile invoices from member usage records at end of month.
- b) Send invoices to members and ensure payment is received within an allotted time.
- c) Check when membership fees are due and ensure payment.
- d) Refer any problem cases to the Directors of Hour Car.

5.4. Membership Matters

- a) Respond promptly to queries and requests from members.
- b) Update members on vehicle and other issues via a regular (usually monthly) newsletter or directly if more urgent.
- c) Join up new members and give induction.
- d) Respond positively to expressions of interest.
- e) Deal with parking/traffic offences and accidents, liaising with insurers and third parties as necessary.

5.5. Payments and Accounts

- a) Ensure that Hour Car makes all payment due.
- b) Record all incoming and outgoing expenses.
- c) Manage all payroll and expenses procedures.
- d) Regular monthly liaison with the Treasurer.

5.6. Publicity

- a) Keep up regular publicising of Hour Car including social media.
- b) Look for and respond to other opportunities to publicise the Scheme.

5.7. Management Committee and General Meetings

- a) Prepare for Management Committee and general meetings by publicising dates, booking venue, compiling the agenda and writing a report on general progress and any issues.
- b) Prepare and produce a financial report.
- c) Attend the meeting ex officio, prepare minutes and circulate these to all members.

5.8. Forward planning

- a) Longer-term management of the fleet, assessing the likely life-span of each car and planning the ongoing replacement and upgrading of cars (e.g. moving to more use of EVs) and of associated resources (e.g. IT systems, locks).
- b) Scanning the environment for the best deals on insurance, fuel systems, other costs.
- c) Monitoring the ongoing financial health of the Scheme and acting to keep this healthy over the medium and long term.
- d) Apply for grants to further work and scope of the Scheme, as considered suitable

5.9. Legal matters

- a) Maintain the legally required records at Companies House, making sure these are uploaded annually.
- b) Maintain a record of the current Directors and their responsibilities.
- c) Maintain a record of current members.
- d) Keep abreast of relevant laws and legal guidance..

5.10. Other

- a) Any other reasonable duties as required by the post or requested by the Board of Directors or by the Management Committee.