

Text for Scheme Manager Job Advert

Recruiting Now – Hour Car Scheme Manager

Closing Date: Monday, 19th June 2023

Interview Date: Wednesday, 5th July 2023

Hours: 22 per week, including some evening and weekend work, as required.

Salary: £15,422 per annum

Are you looking for a unique role that has a direct, positive impact on the environment? Are you self-motivated and good with people and want to work for a members' co-operative? Are you able to work flexibly in order to fulfil both your work and other commitments? Do you want to work for an organisation that's helping to improve our environment? If so, this role may well be right up your street.

We are looking for a Scheme Manager to run our Hour Car scheme (more information about the scheme below). You will be responsible for publicising the scheme, new member induction, the car booking/usage system, invoicing, ensuring our vehicles are serviced and maintained, buying replacement vehicles, arranging insurance cover and being on call for emergency requests/ enquiries.

At first glance you may think you cannot fulfil the whole of this role due to other commitments or not having all the skills in the person specification. However, we are open to this role being a job share (eg shared hours or split responsibilities) and/or providing training on specific aspects of the role.

Potential applicants are very welcome to shadow the current Scheme Manager to get a better idea about what the role involves.

If you would like to discuss work shadowing the current Scheme Manager, job sharing or you would like further information about the post, please contact Kevin Hogan on 01422 847971.

The successful applicant will benefit from a full handover from the current Scheme Manager, including a planned six-week period where they will work together.

Please have a look at the job description and person specification and complete the application form to tell us what you have to offer. Do not send CVs.

What is the Hour Car Scheme?

Hour Car (Un)limited is a car share scheme based in the Upper Calder Valley providing a low-cost alternative to personal car ownership. It is a co-operative, owned by its members. Our positive environmental impact is achieved by:

- taking personally owned cars off the streets
- reducing traffic congestion and parking problems
- providing well-maintained, efficient cars
- contributing to an overall reduction in CO2 emissions.

With an office based in central Hebden Bridge, we currently have six cars based in Hebden Bridge, Mytholmroyd and Todmorden. We know that in reducing the number of cars on the road and the amount of driving done overall we markedly reduce carbon emissions. With the purchase of our first electric car in July 2022, we are continuing to lower this. In the meantime, three of our cars are hybrids and two are small, petrol-fuelled cars.

Our members (currently 65 members) pay an annual fee plus a mileage fee when they use one of our cars. Members can see the availability for each of the cars and book them direct via an on-line booking system. They are invoiced monthly for their car usage.