

Fleet Management Lead Role Description



Role Title	Fleet Management Lead
Reports To	BLSAR Leadership Team
Team members	To be constituted as required by the role holder
Status	Volunteer
Term	N/A
Location	Wokingham, Berkshire
Hours	Flexible, with an estimate of 2+ hours per week

About Us

Berkshire Lowland Search & Rescue (BLSAR) is a registered charity dedicated to assisting the police and other emergency services in the search for vulnerable missing people. Entirely staffed by a committed team of approximately 80 volunteers, we provide vital support to the community, working around the clock to help those in need.

Role Purpose

The Fleet Management Lead oversees the safe and effective management of all road vehicles owned or operated by BLSAR.

The Fleet Management Lead will ensure that all BLSAR vehicles are continuously fit, legal and safe to be used on the public highways and their effectiveness during deployments.

Working collaboratively with other departments to understand their requirements with regards operational readiness of vehicles as well as planning the future needs and options of vehicles within the organisation.

Key Responsibilities

- Make the ultimate decision whether a vehicle is safe to have on the road.
- Responsible for overseeing the planning, directing, managing, coordinating, and supervising of programs related to the acquisition, assignment, utilization, maintenance, repair, replacement, and disposal of BLSAR vehicles.
- The main point of contact for matters related to the BLSAR vehicle fleet and its operations.

SPECIFIC RESPONSIBILITIES

Includes, but not exclusively limited to:

- Responsible for the custody of all vehicle documentation and the renewal of these documents when required.
- Monitoring the documentation and records of the vehicles, particularly regarding inspections, certifications, and servicing.
- Commissioning all scheduled maintenance and ad hoc repair.

- Assist with the recruitment, compliance, evaluation, authorization, and management of drivers and their documentation.
 - Responsibility for the mechanical and basic structure of the vehicles. (Specialist search and rescue equipment stored on board is the responsibility of department leads.)
 - Maintain vehicles efficiently by performing routine inspections, maintenance, and repairs of the fleet.
 - Participate in budgeting and managing costs for effective fleet management.
 - Conduct and resolve accident and damage investigations.
 - Coordinate the specification and procurement of new vehicles.
 - Ensure effective disposal of redundant vehicles.
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Essential Skills and Experience

- Good oral and written communication skills
- Fast to learn, thorough and organised with attention to detail
- IT literate
- Proven self-starter and individual contributor.
- Passion for BLSAR's mission and the ability to work collaboratively with a volunteer team.

Desirable skills

- This role does not require Search & Rescue qualifications.
 - Experience with managing vehicle maintenance process/procedure
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What We Offer

This role provides the chance to be part of a dynamic and compassionate team at a vital local charity while developing your skills and making a meaningful impact in the community.

How to Apply

To apply, please email your CV and a brief statement outlining your interest in the role and relevant experience to Recruitment@berkshirerescue.org.uk

Selection Method

Interview