

St Helena Volunteers

VOLUNTEER ROLE DESCRIPTION

Role Title	Volunteer Maintenance Assistant
Department/Shop	Estates & Facilities Team
Location	Myland Hall, Colchester
Reporting To	Maintenance Manager
<p><u>Volunteering at St Helena</u></p> <p>We ask that all volunteers are sympathetic to and be able to project the philosophy, vision and values of St Helena.</p> <p>The benefits of being a St Helena volunteer include:</p> <ul style="list-style-type: none"> • The opportunity to develop new and existing skills and gain experience in the workplace • The opportunity to make new friends in your local community • The satisfaction of knowing you are making a difference to people facing incurable illness or bereavement • Full support of a specified line manager within a dedicated team • Volunteering has been proven to help improve mental health and wellbeing and is therapeutic by keeping you active • Regular news and updates about what's happening at St Helena so you feel part of the team • Gives you a sense of purpose – the feel good factor! 	
<p><u>Role summary</u></p> <p>To participate as a member of the Maintenance Team covering general maintenance, domestic and health and safety duties. A good level of fitness is required for this role.</p>	
<p><u>Main duties of the role</u></p> <ul style="list-style-type: none"> • To undertake simple maintenance tasks such as painting, changing light bulbs, erecting shelving etc • To undertake tasks such as sweeping external areas, jet washing of car park, removal of weeds • To assist the maintenance team with the delivery of goods to other hospice sites • To assist the maintenance team with the setting up and down of rooms for meetings, ensuring all furniture and equipment requested is supplied • To report any maintenance, security or health and safety issues to the maintenance team • To always wear personal protective equipment required for any task • To liaise with contractors and suppliers as required • To respect at all times the confidentiality of information • To respect at all times the confidentiality of information covering patients, staff and volunteers • To conduct any other maintenance duties as requested by the Estates & Facilities team 	

Training & supervision

- Online health and safety training is mandatory
- Full training will be provided in relation to the role

Experience & qualifications required

- Experience of working in a maintenance or caretaking capacity is desirable or
- Knowledge or skills acquired through a hobby relevant and transferable to the role

Key skills and attributes

- Passionate about St Helena
- Welcoming and friendly outlook
- The ability to work as part of a team and autonomously
- Good communication skills
- Reliable and trustworthy