

St Helena Volunteers

VOLUNTEER ROLE DESCRIPTION

Role Title	Volunteer Maintenance Assistant
Department/Shop	Estates & Facilities Team
Location	Myland Hall, Colchester
Reporting To	Maintenance Manager

All volunteers must be sympathetic to and be able to project the philosophy, vision and values of St Helena Hospice.

BENEFITS OF BEING A ST HELENA VOLUNTEER

- 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 is therapeutic by keeping you active
- Regular news and updates
- Gives you a sense of purpose – the feel good factor!

ROLE SUMMARY

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.

MAIN DUTIES OF THE ROLE

- 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

Contact Details	Volunteer Services Team
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