

St Helena Volunteers

VOLUNTEER ROLE DESCRIPTION

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

Volunteering at St Helena

We ask that all volunteers are sympathetic to and be able to project the philosophy, vision and values of St Helena. The benefits of being a St Helena volunteer include:

- The opportunity to develop new and existing skills and gain experience in the workplace
- The opportunity to make new friends with your peers and local communities
- 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!

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.
Due to proximity to patients in the hospice, this role requires an enhanced DBS check.

Main duties of the role

- To undertake simple maintenance tasks such as painting, PPM (planned preventative maintenance), erecting shelving, sweeping external areas, jet washing of terrace furniture, removal of weeds, hedge trimming, and other tasks relating to the upkeep of the site.
- To assist the maintenance team where needed to deliver and collect from Colchester General Hospital and EBME.
- To assist the maintenance team with the setting up and dismantle 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 including patients, staff and volunteers.

- To conduct any other maintenance duties as requested by the Estates & Facilities team

Training & supervision

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

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