

## **Maintenance Volunteer**

### **Role Description**

*Trust Links is an organisation committed to the safeguarding and promoting the welfare of children and vulnerable adults and expects all staff, Trustees and volunteers to share this commitment.*

*Trust Links aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.*

**Days and Hours required:** Ideally Mondays but can be flexible, 10AM -2PM

**Location:** Westcliff /Rochford

**2023 Basildon and Canvey Island**

**Reports to:** Facilities Leader and Growing Together Staff

### **PURPOSE OF THE ROLE:**

**To undertake light repairs as and when needed on our Growing Together sites around Southend and Castle Point.**

Trust Links sites are busy and multifaceted, with offices, training facilities, workshops, polytunnels, outbuildings, and community gardens.

The Maintenance Volunteer will work closely with a range of Trust Links staff to ensure the effective maintenance of the sites, following health and safety guidelines, making minor repairs, and liaising with staff and reporting any issues.

### **The Volunteer will be required to:**

- Undergo the volunteer recruitment process including an informal interview, two references a DBS check( depending on role) and volunteer agreement.
- Undergo the Volunteer Induction and Mandatory Training Session.
- Undergo a role specific training and a local induction on the first day of volunteering
- To complete any relevant training for the role as identified by the Facilities Leader
- Update training annually

### **MAIN DUTIES AND RESPONSIBILITIES OF THE ROLE:**

- Undertake light routine repairs and other repairs as needed
- Using all provided PPE for the role and reporting if new PPE stock needs ordering
- Regular maintenance checks like checking door handles, windows, locks, checking for leaks, compost toilets check.
- Ensure all tools are maintained and kept securely
- Carry out any touch up paint work in communal areas within the buildings
- Liaise with site staff to report any repairs completed
- Liaise with staff if in need of any equipment or supplies before these are purchased
- Taking part in appropriate training and development activities
- Notify staff if you are unable to attend your regular session
- Ensure Health and Safety regulations are adhered to in line with Trust Links Health and Safety policy
- Ensure Safeguarding requirements are met in line with Trust Links Safeguarding policy and escalate concerns about the wellbeing of service users to appropriate staff members
- Maintain confidentiality

### **Volunteers will need**

- Good level of maintenance knowledge with a track record in DIY, a willingness to learn and apply skills needed to fix items around our sites.
- Good level of fitness and ability to take on physical activities
- Good communication skills with staff
- Willingness to take part in any training the role requires
- Honesty
- Self-starter, and ability to take initiative when it comes to communicating about tasks needing to be done
- Commitment to the role
- Tact
- Responsiveness
- Enthusiasm
- Team Work