



## VOLUNTEER ROLE DESCRIPTION FOR Men in Sheds Volunteer (Daybrook)

**Department:** Men in Sheds

**Role Location:** Daybrook

**Role Support:** You will be supported by a staff member from the Men in Sheds Team

### What is the purpose of this role?

**The Men in Sheds Project:** Is a project specifically for men aged 50+. It provides a well-equipped workshop space where men can work together on a range of practical activities. We currently have 'sheds' in Blidworth, Nottingham, Daybrook and Worksop. The project aims to:-

- encourage men to be more socially active.
- give members an outlet for their skills and the opportunity to learn new skills.
- provide a break amongst friends for older men who are carers.
- give retired men the opportunity to make a valuable contribution to the local community.
- provide access to information and other local services.

Members are encouraged to take ownership of their 'shed'.

### What impact does this role have?

This role helps combat social isolation for men over the age of 50.

### What activities might you be involved in?

- To unlock the shed and get it ready for use, heating, check for unsafe items of machines etc.
- Supervising workshop sessions, alongside another volunteer.
- Collect or oversee the payment of subscriptions, ensure that members book in on the attendance register.
- Assist members if needed with projects, lifting etc.
- Agree with members in advance on the price of projects that members make.
- Take payment for items when finished, issue a receipt, and record the sale.
- Encourage work that could be done to members, orders, seasonal items etc.
- Meet and greet visitors, ensure they comply with all safety requirements and to sign in.

- Meet and greet potential new members, show them around the shed and briefly describe the aims and function of the shed. Arrange a meeting with a shed leader for induction if interested. Ensure they comply with all safety requirements and to sign in
- (With one other Volunteer or member) Count and record subscriptions & social fund at the end of the day and put away in the safe
- To check that everything is switched off, the 'Red Button' is pressed and to lock up at the end of the day.
- Reporting any concerns to the Shed leader or coordinator
- Volunteering within the charity Safeguarding Policy and raising any safeguarding concerns with your Shed leader or Co-ordinator.

## What are we looking for?

- Friendly personality and approachable manner
- Ability to use own initiative to work alone, or as part of a team.
- Understanding of the workshop environment and/ or working with power tools
- Appreciation of the need to follow health and safety guidelines.
  - Ensure members follow the shed's General Safety Rules
  - Ensure that all members work in a safe manner.
  - Ensure machines are not used inappropriately.
  - Ensure members wear the correct PPE equipment as per the H&S notices,
  - To wear PPE equipment yourself, if you don't use PPE and injure yourself, you could be negligent, the shed will not accept any responsibility for your injury. This should also be pointed out to members.
  - Ensure there is no smoking in the shed, only in the outside designated smoking area.
  - Stop other members from carrying out unsafe practices or report it to a Shed Leader immediately.
  - Actively contribute to keeping the shed clean and tidy
- Expected levels of conduct include:
  - Treat members and fellow volunteers in a friendly and supportive approachable manner
  - Not use rude, offensive, threatening, or abusive behaviour, language or gestures
  - If anybody is deemed under the influence, they will be asked to leave the shed and not to return until sober
  - Report any incidents or breach of any of the above to the Shed Leader in confidence.
  - Report any complaints about the project / charity in line with Age UK Notts' Compliments and Complaints procedure.
- Ability to work sensitively and confidentially with men from a variety of backgrounds.
- Willingness to undergo a Disclosure and Barring Service check.

## When would you be needed to volunteer?

Volunteers are required who can regularly commit to at least one session per week or to provide cover on an 'as needed' basis. The Daybrook Shed is open Monday – Thursday, 9.00am – 12.00pm and 12.30pm - 3:30pm. Days/sessions to be agreed with the shed.

## What training will you be given?

You will be given all the training you need to enable you to carry out your role which will include a thorough departmental induction at the Men in Sheds. A certificate in First Aid is also required for this role.

## What can you gain from this opportunity?

- The chance to make a difference to an older person's life.
- Ongoing support, ensuring your volunteering experience is a fulfilling and positive one.
- A comprehensive training programme.
- The opportunity to learn new skills.
- Experience to add to your CV.
- The opportunity to meet new people and make new friends.
- Reimbursement of out-of-pocket expenses as defined in Age UK Notts Volunteer handbook.

## Additional Information

Please note a Basic DBS (Disclosure and Barring check) is required for this role which will be undertaken by the Charity at no cost to the volunteer, after being offered the role.

### Please note that due to Covid-19 there are temporary requirements in place:

- Ensure the Government and Age UK restrictions and regulations are adhered to
- Engage in equipment cleaning in the break between morning and afternoon sessions.
- Engage in equipment cleaning at the end of the day along with general cleaning and tidiness of the shed.