



VOLUNTEER ROLE DESCRIPTION FOR Handyperson/Gardener

Department: Commercial Services

Role Location: Based at The Sybil Levin Centre, 577a Nuthall Rd, Cinderhill, Nottingham, NG8 6AD

Role Support: You will be supported by Sybil Levin Centre Manager

What is the purpose of this role?

To provide basic garden maintenance and assistance with minor repairs/maintenance jobs as required.

What impact does this role have?

This role will help ensure that the garden at the Sybil Levin Centre is kept clean, tidy, well maintained and welcoming for our Friends to enjoy. It will also help ensure the front of the premises remains clean, tidy and visually appealing to everyone who visits or attends the Centre.

In addition, the role will support the completion of **minor** repair and maintenance tasks in a timely manner, helping to maintain a safe and welcoming environment while reducing the need for the Charity to incur unnecessary call-out costs from external contractors for small jobs.

What activities might you be involved in?

- Keep the back garden clean and tidy, tending to plants, weeding planters, troughs and watering regularly, especially through the warmer months
- Repairing small items of furniture or fixtures and fittings
- Keeping the front of the premises weeded, swept and leaves gathered and disposed of
- Painting small areas that require touch-up or redecoration
- Hanging up pictures etc

What are we looking for?

We welcome people from all backgrounds, experiences and communities.

Previous experience is not essential; however, volunteers should:

- Have a positive, friendly and enthusiastic approach.
- Have an interest in gardening, grounds maintenance and/or DIY activities.
- Be willing to undertake practical tasks safely and within the boundaries of the role.
- Be able to work appropriately with staff and fellow volunteers.
- Be reliable and able to follow instructions where required.
- Are committed to following charity policies and procedures.
- Are reliable and able to volunteer regularly.

An interest in gardening, maintenance, DIY or practical tasks would be helpful, although support and guidance will be available.

When would you be needed to volunteer?

The centre is open Monday to Friday, and we are looking for volunteers to commit regularly to 1-2 hours per week.

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 service induction.

What can you gain from this opportunity?

- The opportunity to take pride in helping to keep the garden and outdoor areas well maintained.
- The chance to put your enthusiasm, practical skills and DIY knowledge into action.
- The opportunity to make a positive contribution to the Charity's environment for staff, volunteers and service users.
- Ongoing support to help ensure your volunteering experience is enjoyable, rewarding and fulfilling.
- Valuable experience that can be added to your CV.
- The opportunity to meet new people and make new friends.
- Reimbursement of reasonable out-of-pocket expenses in line with the 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.