

Job Description			
Role Title	Volunteer Maintenance Office / Handyerson	Reports to:	Business and Admin Manager
Location:	The Haven, 55 Upper Forster Street, Walsall, WS4 2AB, External venues and remotely as agreed	Rate of Pay	Voluntary Position – Unpaid Volunteer Role Travel Expenses paid.

Role Overview / Purpose of the role	<p>WPH Counselling are looking to recruit a reliable, practical and proactive maintenance officer to assist us with general upkeep and preservation of our facilities.</p> <p>The maintenance officer/handyerson will perform general maintenance and repairs to the WPH offices, ensuring the building and its surrounding environments remain safe, functional and welcoming to all who use our services. This role focuses on maintenance and upkeep (indoors and outdoors) and repairs where required, and your support will reduce maintenance costs and allow more funds to go directly towards helping our clients, whilst providing them with a pleasant user experience while accessing our services.</p> <p>This is an ad-hoc post and we are flexible and can work around your availability, but we are ideally looking for someone who can offer regular support with ongoing tasks such as maintaining grounds (e.g. a few hours a month) and be available to support in times of emergency repairs. Consideration will also need to be given to what tasks may be appropriate to be carried out when, as the service delivers counselling sessions to clients during our opening hours, meaning any future pre-planned works expected to result in significant noise or disruption may need to take place outside of office hours.</p> <p>As a Volunteer with WPH you will have the opportunity to use your practical skills to benefit our clients and staff team, whilst meeting new people and becoming part of a friendly and supportive team. This is a great opportunity to support a small, local charity and give back for the benefit of improving experiences for others. Volunteers can claim travel expenses, and will gain hands on experience in a charitable environment.</p>
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Main Duties and Responsibilities
<ul style="list-style-type: none"> • Perform general maintenance and minor repairs to the building and facilities, including but not limited to: carpentry, painting, decorating, gardening and repairing • Be solely responsible for the maintenance and upkeep of our outdoor spaces and areas, ensuring they are kept clean, tidy and safe at all times. • Ensure that any tools and materials are properly maintained and stored safely. • Help identify potential maintenance issues before they become problems by completing inspections to identify maintenance needs proactively • Respond to maintenance requests in a timely manner • Diagnose issues and perform repairs quickly and effectively • Report more complex repairs or safety concerns to the Health and Safety Officer or WPH Management Team • Work collaboratively with other volunteers and staff to ensure the upkeep of the offices. • Adhere to health and safety guidelines, ensuring all tasks are completed with care and in compliance with regulations • To undertake planned preventative maintenance where required. • Assist with the installation of furniture, fixtures, or equipment, ensuring they meet safety standards. • Support with small improvement or refurbishment projects <p>Volunteers will not be asked to carry out any tasks outside of their competencies but may be asked to support with the identification and co-ordination of an appropriately trained contractors or suppliers to complete any necessary tasks.</p>

Person Specification	
Skills, knowledge, and personal attributes	<ul style="list-style-type: none">• Someone reliable, practical and confident in carrying out DIY and maintenance tasks• Experience in general maintenance, repairs, or a trade. Informal experience (including Knowledge or skills acquired through a relevant hobby) is welcome however experience with basic electrical, plumbing, carpentry, and appliance repair is an advantage• Experience of working in a maintenance (handyperson) or caretaking capacity is desirable• A proactive, problem-solving approach with creative thinking - making the most of our spaces for the benefit of our staff and clients• Ability to work independently and manage tasks effectively• Willingness to follow health and safety guidance• A friendly and approachable disposition, able to give support and guidance when required.• A full, clean driving licence (desirable but not essential). Ability to get to our offices independently is essential.• Enhanced DBS disclosure (desirable)• Live within commutable travelling distance of The Haven• Flexibility with availability patterns including ability to volunteer evenings or weekends to minimise service disruption, if required.