# **Volunteer Role Outline**

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| **Role Title** Volunteer Handyman | |
| **Location** Beechcroft | |
| **Times, days and frequency we’d like you to be available** Half a day per month | |
| **HIWWT Manager/Supervisor** Tara Puttock | |
| **Purpose of role** To assist with general work/repairs within the office and to carry out basic checks on vehicles such as water and oil levels. | |
| **Tasks involved in this role**  * General office repairs/maintenance. This will not include electrical wiring or plumbing as the Trust employs contractors for this. * Provide basic monthly checks to the Trust pool vehicles, including oil checks, water level checks and tyre checks. | |
| **Skills and abilities**  * Background in maintenance would be an advantage | |
| **Specific considerations** The office maintenance can vary from month to month but will include jobs such as hanging notice boards, repairs to gates etc.  All materials will be paid for by the Trust. | |
| **What’s in it for you?**   * Experience of working in a friendly team | |
| **Created/updated** July 2019 | **End date (if applicable)** Ongoing |

**These arrangements are binding in honour only and are not intended to be legally binding.**