# **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.
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| **Skills and abilities*** Background in maintenance would be an advantage
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| **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
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| **Created/updated** July 2019 | **End date (if applicable)**Ongoing  |

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