

## Volunteer Role Profile

<b>Role title</b>	<b>Handy Person / General Maintenance</b>
<b>Purpose of the role</b>	The role of the handy person is to ensure that NOAH sites are kept to a good standard and repairs are completed in a timely manner, and that our buildings are safe and presentable to all people that use the services.
<b>What you will be doing</b>	<ul style="list-style-type: none"> <li>• Helping with the general upkeep and maintenance of our sites</li> <li>• Working alongside the site manager and other staff to ensure all works are completed and materials are ordered</li> <li>• Working alongside the various departments to ensure each area is safe and secure for all staff.</li> <li>• Assisting with various health and safety aspects such as PAT testing</li> <li>• Painting the various areas of the building</li> <li>• Undertaking basic repairs</li> </ul>
<b>Skills, experience and qualities needed</b>	<p>You will be able to work on your own initiative and manage your time to ensure that tasks and repairs are completed in a timely manner. You will be able to complete general maintenance and repairs. Any of the following would also be great to have:</p> <ul style="list-style-type: none"> <li>• Experience of any building trades</li> <li>• Working knowledge of plumbing</li> <li>• Working knowledge of electrics</li> </ul>
<b>When and where</b>	Volunteers are flexible and do not have a minimum commitment, actual dates and times will be agreed in advance. Available hours will generally be from 9.00 am to 4.00 pm, Monday to Friday.
<b>Support offered</b>	<ul style="list-style-type: none"> <li>• You will be assigned a named staff member as a direct contact for any questions or queries you may have</li> <li>• Training can be offered such as general maintenance, COSHH, manual handling, or anything related to the role</li> <li>• All travel and incidental expenses will be covered (as agreed in advance)</li> </ul>
<b>What you could get out of it</b>	<ul style="list-style-type: none"> <li>• Experience of working with a charity</li> <li>• Meeting new people in a very diverse range of activities</li> <li>• Additional skills experience and training</li> <li>• The satisfaction of knowing you have helped support someone that is either homeless or at risk of being homeless</li> </ul>
<b>Other relevant information</b>	This role may require moderate physical effort
<b>What to do if you're interested</b>	Fill out a volunteer application form on our website or email <a href="mailto:volunteers@noahenterprise.org">volunteers@noahenterprise.org</a> and we will send you a form

**Roles may be flexible – please contact us if you have any questions**