

MAINTENANCE AND OPERATIONS VOLUNTEER

Role Purpose

To support the maintenance of our Men in Sheds building and garden space alongside our shed members and other volunteers. To be a part of a pool of keyholders who can provide cover to open/close the Shed.

Men in Sheds Bexley is a community wood workshop and garden space for older men. The project helps reduce loneliness, offers peer support, and promotes skill sharing.

Main duties and Responsibilities

- General outdoor maintenance (mowing lawn, compost upkeep, ensuring our outside space is tidy and presentable)
- Regular tool maintenance includes but not limited to cleaning out filters, cleaning and waxing blades, sharpen chisels etc
- General building maintenance and handyperson for ad hoc tasks
- Assisting shed members and other volunteers with the development and upkeep of the building and workshop
- On occasion to act as key holder and fire warden on site. To provide on-site support and supervision for the day-to-day operations of the project.
- To ensure the Shed is opened and/or closed securely at the end of daily operations, when there is not a member of staff on site
- To ensure the Shed is kept clean, tidy and safe during and at the end of the day.
- To ensure health and safety procedure is being followed.

Knowledge, skills and abilities:

- **Good knowledge of safe working practices in the use of tools, materials, and personal protective equipment**
- **Good knowledge of DIY and gardening**
- **Able to communicate effectively with older and vulnerable people**
- **An understanding of the effects of social isolation and their importance for healthy living in older people**

Person Specification:

- A positive can-do attitude (**essential**)
- Good listening and communication skills (**essential**)
- Reliability and trustworthiness (**essential**)

- Patience and sensitivity (*essential*)
- Ability to work as a part of a team (*essential*)

Hours of Work: 1 weekly 4-hour shift between the hours of 11am-3pm.
Every Friday.

Responsible to: Head of Community Wellbeing Initiatives