## Description: \\acb.local\dfs\home\averil.mael\My Documents\My Pictures\logo\age uk bexley.JPGVolunteer Role Outlines

 **and Person Specification**

Handyperson

Volunteer Role

To carry out small DIY fitting and reparing jobs across the Bexley Borough, including small gardening jobs and give advice on warmth and safety in the home for older and vulnerable people

Main duties

* fitting of safety equipment e.g. grab-rails, stair rails and alarms, smoke alarms and Carbon monoxide alarms.
* fitting of security equipment e.g. locks, spy-holes, chains
* other joinery works e.g. fitting shelves, small fencing jobs
* general D.I.Y tasks e.g. curtain rails, draft excluders, and small painting jobs, hanging mirrors and pictures.

**Responsibilities**

* To update availability to the Co-ordinator on a regular basis.
* To attend pre-arranged appointments made by the co-ordinator to carry out the work involved and report back to the co-ordinator once work is completed.
* To complete Risk Assessment on customer homes.
* To ensure relevant paperwork is completed and handling monies exchanged in accordance with procedures.

Knowledge, skills and abilities:

* Ability and willingness to travel across the Bexley Borough
* Able to communicate effectively with older and vulnerable people
* Remain professional at all times when representing Age UK Bexley
* Adhere to safe working practices in the use of tools, materials and personal protective equipment
* Basic knowledge and an interest in D.I.Y. and maintenance
* Ability to undertake visual and written risk assessment before undertaking any work
* Basic knowledge of email and computer skills

Person Specification:

* Patience and flexibility
* Reliability and trustworthiness
* Effective communication skills

Hours of Work: Minimum 4 hours per day, 1 day a week

Responsible to: Handyperson Co-ordinator

**Age UK Bexley volunteers work with frail older people and therefore will be subject to a check from the Disclosure & Barring Service under the Protection of Vulnerable Adults policy.**