## Handyperson

### Job Description

**Job Title**  
Handyperson

**Location**  
Age UK Droitwich Spa & District

**Hours**  
As agreed – in the region of 6 to 12 hours work per week.

**Salary**  
£7.50 - £8.50 per hour depending on skills

**Responsible to**  
Domestic Services Coordinator

Age UK Droitwich Spa and District is a registered Charity (Reg No. 1105266)

### Job Purpose and Role

The Handyperson will work as part of the Domestic Services Team under the direction of the Domestic Services Coordinator. The post holder will visit older people* in their own homes to provide extra help with those tasks that they are unable to do alone and which would make a big difference to their independence. The service provides help with a wide variety of tasks such as: fitting key safes, grab rails, painting, assembling flat pack furniture, fitting curtain rails, changing light bulbs and building access ramps. Where funding is available, the Handyperson also carries out Home Energy Checks in older people’s homes, including completing energy efficiency questionnaires and fitting small energy saving equipment as appropriate.

The geographical area supported in this position is Droitwich Spa and District though we will aim to keep travel to a minimum. The service provides support Monday – Friday. The Handyperson is expected to work on agreed days as required according to the needs of the service. Full induction and training is offered.

*Referred to as ‘clients’.

### Specific Responsibilities

- To provide flexible support for older people by undertaking DIY tasks, and carrying out Home Energy Checks where funding is provided
- To undertake assessments and estimate costs for more complex jobs
- To keep accurate work records as requested and ensure that all paperwork is returned to the office according to deadlines
- To handle client money in line with the relevant procedures and return payments and receipts to the office in a timely manner
- To ensure the completion of customer service questionnaires and return them to the office
- To adhere to health and safety, lone working and other relevant policies
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- To help to promote the service
- To have a basic awareness of the range of services offered by Age UK Droitwich Spa and to raise these with clients where appropriate
- To maintain equipment as appropriate
- To maintain their vehicle to a standard suitable for the purposes of the work and to maintain all relevant insurances, taxes and MOT etc
- To attend for appraisals, training, team meetings and staff meetings as required
- To perform any other duties commensurate with the skills and role of the post-holder

Other Information

- Age UK Droitwich Spa & District is committed to equality and diversity principles and practices
- All staff are expected to pursue the aims and objectives of Age UK Droitwich Spa
- All staff must work within the policies and guidelines adopted by the organisation (see staff handbook and policies and procedures)
- All staff will participate in the supervision and appraisal systems of the organisation

This job description is subject to periodic review in consultation with the post holder.