



VOLUNTEER ROLE DESCRIPTION

SMALL TASKS

Age UK Dudley appreciates your volunteering role and will do their best to make your volunteer experience enjoyable and rewarding.

Purpose of Role:

To provide basic household maintenance for older people living at home, prevent accidents and to help them feel safe and maintain their independence.

Reporting to: Dave Hollick

Location: The Waterfront

Duties and Responsibilities:

- *Working with the project staff to undertake one-off household maintenance for, or alongside, and older person*
- *To arrive at the person's home as agreed to undertake the task and show identification card*
- *To check the household maintenance task as agreed with the older person and occasional shopping for relevant materials*
- *Be able to assess the task and to complete it safely*
- *To use hand-held manual and electrical equipment to undertake tasks*
- *To clean up following the task*
- *Be able to assess the complexity of a task and refer on if appropriate or necessary*
- *Agree to a Disclosure and Barring check*
- *Adhering to relevant Age UK policies and procedures*
- *Represent the professional standards of the charity*
- *To wear a personal identity badge whilst volunteering*

Person Specification:

- *A liking for and an empathy with older people*
- *The ability to work without supervision*
- *An interest in household maintenance and DIY*
- *A reasonable level of fitness*
- *Good listening skills and an understanding of safety issues*
- *An understanding of the need for confidentiality*
- *Good timekeeping*
- *Reliability and trustworthiness*

Training Requirements:

- *As required*
- *Safeguarding*

Expenses:

- *Age UK Dudley will repay any agreed expenses (bus fares, etc) on production of receipts paid out in the course of journeys, so that you are not out of pocket. Travel expenses will be paid on a mileage basis for all authorised journeys undertaken.*