

Age UK Hertfordshire
Job Description

Job Title	Handyperson
Department	Handyperson & Gardening Service
Location	Hertfordshire
Hours	Casual
Salary	£12.95 per hour
Reports to	Handyperson and Gardening Service Manager

Scope:

Age UK Hertfordshire is an independent charitable organisation, which observes the values, principles, standards and good practice of the Age UK Federation; and consequently has been granted a license to use the well-known name, Age UK Hertfordshire (AUKH), which is respected throughout the county.

Our mission is quite simply to ***“improve the lives of older people in Hertfordshire”***, and work to ensure that older people in Hertfordshire are valued, able to live well and retain their independence throughout later life.

We provide detailed information about our organisation and the range of services we provide on our website www.ageuk.org.uk/hertfordshire

Main purpose of the post:

To carry out general DIY jobs around the home of Age UK Hertfordshire clients. This includes fitting key safes, shelves, curtain poles and security chains and replacing tap washers.

Skilled and capable individuals with DIY experience and skills join us on a casual basis.

You should have practical experience of DIY, live in or close to the specific localities listed, and be sensitive and understanding towards the needs of older people.

Responsibilities/ Duties / tasks

Carry out general practical DIY assistance as requested by the client, ensuring that all work is carried out in a competent manner and to a good standard.

Carry out health and safety assessments prior to starting any work, and report potential hazards to the Handyperson and Gardening Service Manager.

Provide accurate estimates of time and materials required to carry out work to meet clients expectations.

To maintain basic admin records of work carried out.

Assist in the monitoring and evaluation of the service, and contribute suggestions to encourage the growth of the service.

Be sympathetic to the needs of older people, giving support and understanding when needed, and encourage and help people to be as active as possible.

Attend team meetings and training courses as required by the service manager.

Signpost customers to other appropriate Age UK Hertfordshire services as necessary via the Handyperson and Gardening Service Manager.

To adhere to all Age UK Hertfordshire policies and processes, including Health and Safety.

In addition to the duties and responsibilities list, the job holder is required to perform other duties assigned by the line manager from time to time which are commensurate with capability and status.

Additional Information

Confidentiality: Attention is drawn to the confidential aspects of this job and personal responsibility and liability under the Data Protection Act 2018. Matters of a confidential nature, including information relating to clients or staff, must not under any circumstances be divulged to any unauthorised person.

Health & Safety: The post holder is required to take reasonable care of their own health and safety and that of other people who may be affected by their acts or omissions at work and to ensure that statutory regulations, policies and codes of practice and departmental safety rules are adhered to.



Equality & Diversity Policy Statement: We believe that equality for all is a basic human right and actively oppose all forms of unlawful and unfair discrimination. We celebrate the diversity of society and are striving to promote and reflect that diversity within this organisation.

DBS: Enhanced DBS Required

APPOINTMENT OF THIS POSITION IS SUBJECT TO SATISFACTORY REFERENCES.