

Volunteer Role Description

ROLE: **Men in Sheds Volunteer**

ROLE PURPOSE: To assist co-ordinator with the day-to-day running of the shed, with particular emphasis on Health & Safety, providing guidance to new members, keeping the Shed in good general condition

ACCOUNTABLE TO: Men in Sheds Co-ordinator

TASKS AND ACTIVITIES

1. **Opening & Closing** To open & close the shed in the absence of the Co-ordinator ensuring procedures are followed and Shed is secure on leaving and ready for use on re-opening the next time
2. **Health & Safety** To maintain vigilance over members to ensure guidelines are always followed and to report any incidents to the Co-ordinator
3. **Day-to-day Maintenance** To help and encourage members to keep the Shed clean and tidy for all to enjoy and to encourage a friendly inclusive atmosphere
4. **New members** To help with induction of new members, introducing them to the Shed, its members, its practices and other procedures
5. **Promotion** To help promote the Shed whenever possible including helping at events outside the Shed in the local community
6. **Training** To take departmental training in the safe use of all machines and tools

To undergo appropriate training as required
7. **Working practices** To become familiar with all Age UK Leicester Shire & Rutland policies and practices as described in the Volunteers Handbook

The tasks and activities listed are intended as a summary and may be varied from time to time in consultation with the volunteer concerned.

The role description is intended to clarify the tasks and activities of the volunteer and is for the benefit of all concerned. It does not form the basis of a contract of employment.

Volunteer Person Specification

SKILLS AND EXPERIENCE

Essential

1. Patience, judgement, and a sense of humour
2. Good personal presentation and hygiene
3. Ability to deal with older men and to develop a harmonious group environment
4. Good communication skills
5. Honesty and Integrity
6. Commitment and Reliability
7. Ability to perform all tasks as required by the Co-ordinator

Desirable

1. Genuine regard for people of all ages and abilities
2. Team working skills
3. Good numeracy and literacy skills
4. Previous experience in trades, crafts or other practical areas
5. Previous experience working with tools and machinery

Working Pattern: The number of days and hours will be negotiated between the volunteer and line manager/supervisor.

- A volunteer is someone who provides **unpaid** support to Age UK Leicester Shire & Rutland
- Full training will be provided where necessary