

Handyperson

Age UK Lincoln & South Lincolnshire is a local independent charitable organisation and part of the Age UK Brand Partnership. Our organisation has been providing services and support to people aged 50 and over across Lincoln and South Lincolnshire for over 60 years, ensuring that they get the most from life. We currently support over 5,000 people each week in the community with 1,500 people attending our Head Office at Park Street for activities, home cooked food and social interaction.

Our vision and mission statement drive everything we do.

Our vision

A world in which older people flourish.

Our mission

To improve lives of older people.

Our values underpin our work:

- **Caring & Understanding** – We recognise and understand the individual needs and requirements of our customers.
- **Dignity & Respect** – We treat our customers with the dignity and respect that they deserve at all times.
- **Dedicated & Passionate** – We are dedicated and passionate about ensuring the voice of older people is heard and valued.
- **Independence** – We are committed to supporting older people to live a fulfilling and independent lifestyle.
- **Compassionate** – We work compassionately to provide services and support to older people in our community.

We have over 250 employees and more than 200 volunteers across a diverse range of services:

Care Companions	Support Workers	Handyperson Service
Gardeners	Laundry	Deep Cleaning Team
Information and Advice	Lifeline Response	Activities & Events
I Forget (Dementia Service)	Volunteering	Retail
Human Resources	Finance	Fundraising & Marketing

We are embarking on a journey to grow our services to support more people and during this expansion need the right people to join us. If you are motivated by our values, vision and mission and want to be part of a fast growing, forward thinking and friendly organisation, why not apply to work for Age UK Lincoln & South Lincolnshire.

Job Description

Job Title:	Handyperson
Location:	South Holland and South Kesteven area
Hours of work:	Zero hours (Monday to Friday between 08:30 and 16:00)
Responsible to:	Technical Coordinator
Job Purpose:	To carry out home maintenance tasks for Age UK Lincoln & South Lincolnshire's customers. To uphold Age UK Lincoln & South Lincolnshire's policies and procedures at all times and treat all customers' information as confidential. You will be a lone working employee, taking responsibility for your own personal safety and others around you; ensuring compliance with Age UK Lincoln & South Lincolnshire's Health & Safety policy and procedures.

Key Responsibilities

Day to day activities could include:

- Small building repairs
- Fitting curtain poles
- Hanging pictures and shelves
- Painting and decorating
- Basic plumbing and electrical repairs
- Moving and building (flatpack) furniture
- Patio and decking installation
- Shed building and dismantling
- Shed roof repairs
- Removal and disposal of furniture (inc. white goods)
- Outdoor cleaning and clearing
- Lock replacement
- Installation of key safes and grab rails

Handypersons are expected to:

- Manage their own diary in liaison with the office
- Complete and submit accurate expense/time sheets
- Respect confidentiality
- Complete risk assessments
- Exercise proper care in manual handling and in operating equipment
- Adhering to Age UK Lincoln & South Lincolnshire's policies and procedures

Person Specification

E	Essential	D	Desirable	A	Application Form	I	Interview
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Experience

Experience of undertaking a range of handyperson duties	E	A/I
Ability to work to time constraints	E	A/I
Experience of following Lone Working Procedures	E	A/I
Ability to demonstrate experience of self-management	E	A/I
Experience of undertaking a range of basic maintenance tasks	D	A/I
Supporting a person at risk with independence, either personal or profession level	D	A/I
Previous experience of providing gardening services	D	A/I

Knowledge

Understanding the importance and commitment to confidentiality	E	A/I
Awareness of the functions of Age UK Lincoln & South Lincolnshire's Services and Support	D	A/I
Understanding and appreciation of the needs of a person at risk	D	A/I
Committed to a person-centred approach	D	A/I

Personal Qualities

Caring and compassionate	E	A/I
Reliable and good time management skills	E	A/I
Energetic and self-confident with a flexible and 'can-do' attitude	E	A/I
Communicate effectively, having the ability to understand and be understood – verbally and written	E	A/I
100% committed to helping improve the lives of person's at risk	E	A/I
Ability to perform the duties required; safely and to a high standard	E	A/I
Willingness to take personal responsibility for standard of work	E	A/I
Willingness to attend training as appropriate to the role	E	A/I

Education & Qualifications

Competent in completing administrative tasks	E	A/I
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Certification in the following: Basic First Aid – Manual Handling	D	A/I
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Other Requirements

Ability to be flexible	E	A/I
Occasional evening / weekend work by prior arrangement	D	
Current UK driving licence with access to a car	E	

Additional Information

Zero Hours contract

As a Handyman, you are employed on a zero hours contract meaning you have no set working hours or days. We cannot guarantee your hours but will work with you to build up your client base over time.

Using your car

A full UK driving licence with access to your own car is essential. To use your car in connection with your role, you must provide your driving licence, proof of vehicle insurance with business use and the make, model and colour of your vehicle.

Probation Period

All employees are subject to a six-month probationary period.

DBS (Disclosure & Barring Service)

This post requires an enhanced DBS check (adult's barred list).

Conditions of Employment

- ✓ Receipt of two satisfactory references (one must be a professional reference from your current or most recent employer; neither may be related to you)
- ✓ Proof of your right to work in the UK (please visit <https://www.gov.uk/prove-right-to-work> to find out what documents we can accept as proof of identity)
- ✓ A satisfactory enhanced certificate issued by the Disclosure and Barring Service (please visit <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021#group-1-primary-identity-documents> to find out what documents we can accept as proof of identity)