

Handyperson

About the organisation

Age UK Lincoln and South Lincolnshire is an independent local charity, part of the Age UK brand partnership. We are a fast paced, forward thinking and friendly organisation, supporting more than 5000 people every week. Based at our activity centre on Park Street in Lincoln, we support clients right across the county through activities, social groups and the many services we provide.

Our vision – **a world where older people flourish** – is delivered in the pursuit of our strategic priorities and values:

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|---|------------------------|
| To improve the lives of older people | Caring & Understanding |
| To increase our organisation's financial sustainability and contribution to the local economy | Dedicated & Passionate |
| To be leaders in providing high quality services and achieve customer excellence | Dignity & Respect |
| To be a partner of choice | Independence |
| To be an employer of choice for staff and volunteers | Compassionate |

We employ more than 260 people in 19 different departments who are supported by more than 150 volunteers. As we continue to grow as an organisation, we are looking for the right people to join us. If you're motivated by our vision, believe in our strategic priorities and embody our values in everything you do, why not apply for a role at Age UK Lincoln & South Lincolnshire.

Our recruitment and selection process

All candidates are required to complete our [application form](#) to ensure a fair and consistent process; CVs will not be accepted.

The questions we ask are designed to capture the key information about your employment history and the skills and qualifications you have gained whilst at work or in education. We encourage applicants to use the job description and person specification when completing their application to demonstrate they understand the role for which they are applying.

Applications are sent to the hiring managers for short listing once the job advert has closed. In some cases, your application may be sent before the closing date if a sufficient number of applications are received.

We are unable to provide feedback on any application received by the organisation.

Job Description

Job Title: Handyperson

Location: Lincolnshire

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 |
|---|-----------|---|-----------|---|------------------|---|-----------|

Experience

| | | |
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| 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

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| 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

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|--|---|-----|
| 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 |
| Certification in the following: Basic First Aid – Manual Handling | D | A/I |

Other Requirements

| | | |
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| 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 Handyperson, you are employed on a zero hours contract meaning you have no set working hours or days.

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)