

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	Handyperson
<b>Reporting to (Job Title):</b>	Handyperson Team Leader
<b>Employing Authority:</b>	Age UK Northamptonshire
<b>Salary:</b>	£11.69 per hour
<b>Place of work:</b>	Northamptonshire
Employment subject to Basic Disclosure & Barring Service (DBS) check	
<b>Main Tasks and Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To complete jobs as requested by our older clients such as fitting key safes and grabrails, fitting stair rails, dealing with trip hazards, low level gutter clearing, painting, fitting smoke alarms and install personal alarm equipment, moving furniture following hospital referrals.</li> <li>• A willingness to spread useful information and sound advice such as Home Energy Checks (as directed by the national charity Age UK).</li> <li>• To carry out all other typical DIY-type home maintenance tasks in older people’s homes.</li> <li>• To notify the team Leader if the client requires other Age UK Northamptonshire services.</li> <li>• To complete necessary paperwork as required by the Team Leader.</li> <li>• To undertake any training as deemed necessary.</li> <li>• To take responsibility for equipment provided by Age UK Northamptonshire and to notify Team Leader of any losses, breakages etc.</li> <li>• To observe Health &amp; Safety regulations and be aware of risk assessments and utilise any safety equipment provided.</li> <li>• To wear appropriate work wear and carry ID at all times.</li> <li>• Other duties as requested by the line manager.</li> </ul>	
<p>The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.</p>	

## Person Specification

<b>Competencies:</b>	Essential/ Desirable
<b>Education &amp; Training</b> <ul style="list-style-type: none"> <li>• Proven decorating skills.</li> <li>• Practical knowledge of basic electrical, plumbing, carpentry and other DIY-type skills.</li> <li>• Ability to manage own time and complete tasks in an efficient manner.</li> <li>• Willing to undertake additional training in order to complete Home Fire Safety Checks and Home Energy Checks for all clients.</li> <li>• Ability to complete tasks in a clean and tidy manner.</li> </ul>	 E E  E  E E
<b>Team Effectiveness</b> <ul style="list-style-type: none"> <li>• Able and willing to work alongside and support colleagues when required.</li> </ul>	E
<b>Customer Focus</b> <ul style="list-style-type: none"> <li>• Experience of working with older people.</li> </ul>	D
<b>Communication</b> <ul style="list-style-type: none"> <li>• Able to demonstrate respect for elderly and vulnerable clients.</li> <li>• Able to demonstrate reassuring nature when dealing with nervous clients.</li> <li>• To be an excellent ambassador for Age UK Northamptonshire and all its services whilst out and about in the community.</li> </ul>	 E  E  E
<b>Leading and Initiative</b> <ul style="list-style-type: none"> <li>• Ability to work by alone and on own initiative, knowing when to seek help if appropriate.</li> </ul>	E
<b>Other</b> <ul style="list-style-type: none"> <li>• Car owner / Driver.</li> </ul>	E
<b>Prepared By: Jo Gunnett</b>	<b>Date: 17.03.2021</b>
<b>Authorised By: Pamela Kom</b>	<b>Date: 17.03.2021</b>