

MAINTENANCE ASSISTANT VOLUNTEER

WHO ARE WE AND WHAT WE DO?

Set up in 1973, The Haven Wolverhampton is a charitable organisation which provides both practical and emotional support services to women and children who are affected by domestic abuse and homelessness. For further information, please visit our website: www.havenrefuge.org.uk/volunteering

ROLE

General repairs and maintenance works to all the accommodations, ground and facilities within The Haven Wolverhampton

BENEFITS OF VOLUNTEERING

- ♀ Work experience in maintenance which will complement your CV
- ♀ Training in awareness of domestic abuse and related issues
- ♀ Build your confidence and assertiveness
- ♀ A brilliant CV booster: professional reference letter and certificates of achievement upon completion

MAIN DUTIES

- ♀ Carry out repairs and maintenance work as requested by the Property Management Officer, ensuring that work is done safely, efficiently with minimum disruption to service users and staff.
- ♀ Ensure that all effort is made to repair faults to rooms and a daily/weekly cleaning is carried out and keep records as required.
- ♀ To assist with minor DIY projects such as painting, changing light bulbs and replacement of locks and decorating.

REQUIREMENTS

- ♀ Basic knowledge of general Maintenance and Health&Safety regulations
- ♀ Confidence and physical ability to be able to carry out some physical tasks
- ♀ To attend minimum of one evacuation training session a year
- ♀ To be vigilant at all times with regard to the safety and security of service users, colleagues and yourself and to alert the manager of any problems quickly and clearly