

### 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](http://www.havenrefuge.org.uk/volunteering)

### ROLE

Duties range from painting, heavy cleaning, small carpentry work, basic plumbing, and work supporting safety and security

### 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

- ♀ Painting and decorating - as required
- ♀ Joinery - First line maintenance of fixtures and fittings
- ♀ Plumbing - un-blocking sinks, traps and waste pipes.
- ♀ Clearing and organising spaces, rooms and to dispose of waste materials in a safe, hygienic manner ensuring that it is available for collection as required
- ♀ Carry out some grounds maintenance

### 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