

## Volunteer Gardening and Maintenance Support

### Role Profile: AAW 1

**Working with:** Operational Manager and Maintenance Manager

**Supported by:** Coordinator (Volunteers)

**Location of work:** Rothesay Court, Longton or Catherine Court, Hanley

### Purpose of the role:

This role involves helping the Maintenance team with gardening work in the spring, summer and autumn. It also covers one-off maintenance projects, such as decorating a communal area or carrying out minor repairs in an empty flat. It doesn't involve major repairs.

**This role is important because means that our residents' accommodation and gardens are well kept, giving residents pleasant surroundings to live in and enjoy.**

### Volunteer role activities:

Activities you may be involved in could include:

#### Gardening:

- Keeping flower borders weed-free
- Pruning bushes and plants
- Clearing litter from borders
- Keeping lawns trimmed

#### Maintenance:

- Painting communal areas / flats
- Cleaning empty flats as required
- Assisting the Housekeeper to clean communal areas, stairs and passages

### Required skills, knowledge and experience:

You will need:

- To have basic gardening skills, including being able to recognise weeds and being able to keep the gardens tidy
- To have experience of handyman/ DIY work

- To be willing to do some cleaning
- To be reliable, and flexible
- To have a friendly and approachable manner
- To consider Health and Safety at all times
- To understand Confidentiality and Data Protection

**Hours required:**

**For Gardening** - the hours for this post are flexible, as help for gardening is not needed in the winter. A commitment to regular weekly, fortnightly or monthly hours in the other seasons would be helpful.

**For Maintenance** – there is not always a set time when this support is needed, so if you are able to be flexible and be sometimes available at short notice, that would be helpful.

**Support and training provided:**

- You will be provided with background information about Gingerbread and you will visit the accommodation units to see how we operate
- You will be supported with on-the-job training from the Maintenance Manager on what is expected on each activity
- You will have regular catch up meetings with your Manager and with the coordinator for Volunteers
- You will have access to appropriate training courses, including Health and Safety which are provided free for Volunteers, to aid your personal development

**Volunteer benefits:**

- Normal travel expenses will be paid when accompanied by a receipt
- The post will provide you with on-the-job experience, covering the activities listed above

**Any other requirements / notes:**

As with all the Volunteer posts at The Gingerbread Centre which could involve unsupervised contact with vulnerable people, an enhanced DBS (Disclosure Barring Service) check will be carried out and references may be taken up before a Volunteer is permitted to carry out this role.

**If you are interested in this role, please complete an application form which can be found at: [gingerbreadcentre.co.uk/volunteer-vacancies](http://gingerbreadcentre.co.uk/volunteer-vacancies) or request a paper copy of the application form by emailing [volunteering@gingerbreadcentre.co.uk](mailto:volunteering@gingerbreadcentre.co.uk) or calling 01782 344740 or 01782 973491.**