



For better
mental health

ROLE DESCRIPTION VOLUNTEER CARETAKER

TITLE: Volunteer Caretaker

REPORTS TO: Community Engagement Co-ordinator

ORGANISATION: Torfaen Mind

BASED AT: Wellbeing Centre, 24 George Street, Pontypool, NP4 6BY

MAIN PURPOSE OF THE POST

To contribute to the smooth running of the Wellbeing Centre, by contributing towards a very high standard of cleanliness and hygiene within the Well Being Centre and monitor and report any maintenance issues.

PRINCIPAL RESPONSIBILITIES

1. To build a rapport with people who access the centre
2. To communicate and liaise with other volunteers, staff and line manager
3. To undertake, as required, basic record keeping including reporting verbally on issues that may arise.
4. To assist centre staff and other volunteers to resource and maintain the facilities for all people that access the centre
5. To be a positive role model.
6. To report any defects within the building, furniture, fittings and equipment to the line manager
7. To ensure that all refuse is disposed of appropriately and environmentally
8. To ensure that meeting, activity and store rooms are kept clean and tidy
9. To prepare training rooms and associated areas for activities
10. To contribute to and maintain, a safe, secure and hygienic environment in accordance with Health & Safety legislation and basic hygiene procedures.
11. To support volunteer cleaner within the kitchen and drop in areas.

OTHER FEATURES OF THE POST

1. To participate in support/information/one to one supervision sessions.
2. Attend relevant training courses/workshops in order to enhance and encourage personal development.
3. To ensure health and safety requirements are maintained.
4. To promote a positive image of mental health and Torfaen Mind to other agencies and the general public.
5. To work alongside and as part of a team.
6. Occasionally and dependant on service development, you may be called upon to take on other tasks which may involve a change of venue.
7. You may be expected to become involved with and help organise activities and events. You will be expected to encourage the participation of members and work along side other volunteers in all stages of this process.



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PERSON SPECIFICATION VOLUNTEER CARETAKER

ESSENTIAL

Understanding, Knowledge and Attitude

1. An understanding of mental health issues and the needs of people with mental health problems.
2. Ability to prioritise workload and to work on own initiative.
3. Good interpersonal skills, with the ability to build and maintain relationships.
4. Experience of working as part of a team.
5. An understanding of Equal Opportunities
6. An understanding of confidentiality.
7. The ability to maintain clear and accurate records.
8. An understanding of working with vulnerable adults.
9. Conscientious and reliable

Skills and Experience

- A knowledge of Health and Safety Legislation
- A sense of humour
- Ability to prioritise workload and work on own initiative
- Be committed to the provision of a high quality service
- Ability to follow Health & Safety guidelines
- Ability to operate cleaning equipment safely

DESIRABLE:

1. Basic first aid
2. Previous experience of working in a community setting

Other Requirements:

1. The post holder will be expected to attend any appropriate training courses and conferences which could mean nights away from home.
2. **Time commitment:** We hope for a minimum of 6 months.
Hours/Days to be discussed based on availability –
to cover as needed 8.30am – 8pm Mon – Fri and occasional weekends
Location: Wellbeing Centre, Pontypool. Phoenix Centre, Brynmawr
4. **Dress Code:** Smart Casual



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Benefits:

1. Development of team and leadership skills.
2. Taking part in fun activities.
3. Access to training to further personal development.
4. Meeting a challenge.
5. Personal self development and satisfaction.
6. Pathways to further employment.
7. Experience of working in mental health.
8. Improvement/Development of communication and social skills.
9. Access to wellbeing activities.
10. Out of pocket expenses will be reimbursed.