

VOLUNTEER ROLE TITLE: CARETAKER

TITLE: Caretaker
REPORTS TO: Volunteer Coordinator
PLACEMENT: Torfaen and Blaenau Gwent Mind
BASED AT: Wellbeing Centre (Pontypool)

MAIN PURPOSE OF THE POST

To contribute to the smooth running of Torfaen and Blaenau Gwent Mind services, by ensuring a very high standard of cleanliness and hygiene within the centre/project, whilst monitoring and reporting any maintenance issues.

PRINCIPAL RESPONSIBILITIES

1. To undertake day-to-day maintenance and minor repairs.
2. To assist staff and other volunteers to resource and maintain the facilities for all people that access the centre/project.
3. To report any defects within the building, furniture, fittings and equipment to the Volunteer Coordinator.
4. To ensure that all refuse is disposed of appropriately and environmentally.
5. To ensure that meeting, activity and store rooms are kept clean and tidy.
6. To prepare training rooms and associated areas for activities.
7. To contribute to and maintain, a safe, secure and hygienic environment in accordance with health & safety legislation and basic hygiene procedures.
8. To undertake, as required, basic record keeping including reporting verbally on issues that may arise. ordering fuel, cleaning materials, new equipment and furniture
9. Completing purchase orders for cleaning materials...
10. Undertake health and safety checks regarding; fire extinguishers, emergency lighting...
11. To contribute to the protection of individuals from abuse.

OTHER FEATURES OF THE POST

1. To build a rapport with people who access Torfaen and Blaenau Gwent Mind services whilst maintaining appropriate professional boundaries.
2. To communicate and liaise with other volunteers, staff and line manager.
3. To participate in support/information/Full staff meetings/Team Meetings/one to one supervision sessions.
4. Attend relevant courses/workshops/mandatory training in order to enhance and encourage personal development.
5. To promote a positive image of mental health and Torfaen and Blaenau Gwent Mind to other agencies and the general public.
6. To work alongside and as part of a team.
7. Occasionally and dependant on service development, you may be called upon to take on other tasks which may involve a change of venue.
8. 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.
9. To be a positive role model.

ROLE/PERSON SPECIFICATION

ESSENTIAL

Understanding, Knowledge and Attitude

- An understanding of equal opportunities.
- An understanding of confidentiality.
- The ability to maintain clear and accurate records.
- Conscientious and reliable.
- Friendly and approachable.
- A knowledge of health and safety legislation and be able to follow it.
- A willingness to be flexible.

Skills and Experience

- Practical DIY skills; put up shelves, painting, changing plugs/fuses...
- Be committed to the provision of a high quality service.
- Experience of working as part of a team.
- Ability to operate cleaning equipment safely.
- Good interpersonal skills, with the ability to build and maintain relationships.
- Ability to prioritise workload and to use your own initiative.
- Good problem solving skills

DESIRABLE:

- Basic first aid.
- Previous experience of working in a community setting.
- An understanding of mental health issues and the needs of people with mental health problems or vulnerable adults.

Other Requirements:

- The post holder will be expected to attend any appropriate training courses and conferences which could mean nights away from home.
- **Time commitment:** We require a minimum of 6 months.
Hours/Days to be discussed as based on availability and need.
Cover as needed 9am – 8pm Mon – Fri and occasional weekends
- **Location:** Wellbeing Centre (Pontypool)
- **Age Requirement:** None
- **Dress Code:** Smart Casual
- **References:** One reference required
- **Police check:** Due to volunteering in close proximity with vulnerable adults/children, an enhanced disclosure barring service check will be required.

Benefits:

1. Development of team and leadership skills.
2. Access to training to further personal development.
3. Meeting a challenge.
4. Personal self development and satisfaction.
5. Pathways to further employment.
6. Experience of working in mental health.
7. Improvement/Development of communication and social skills.
8. Protective clothing.
9. Use of basic toolkit.
10. Out of pocket expenses will be reimbursed.
11. Lunch if volunteering all day.
12. Access to a reward system.