

**Job title:** Volunteer Handy Person/Gardener

**Location** Parenting 2000 Centre in Southport

**Responsible to** Sites Manager

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## **About this volunteering opportunity**

We are seeking a Handyperson/Gardener who would like be involved in general maintenance work at our Charity based in Southport Town Centre

It will include carrying out basic maintenance, repairs and decorating in our premises and grounds.

Exact hours are open to negotiation but we envisage two days within the hours of 9am - 5pm weekdays

Our volunteers benefit from full induction training and regular supervision and development with the opportunity to shape the nature of their volunteer role.

## **What we are looking for**

- No formal skills or qualifications are required for this role. However, some basic maintenance / decorating/gardening skills would be required.
- An interest in maintenance, decorating and gardening work
- Suitable volunteers must also have willingness to understand and work within Parenting 2000's values as well as all relevant Policies and Procedures.
- Volunteers must be willing to attend induction training.
- An understanding and empathic nature is essential and a willingness to work within defines policies and procedures & and understanding of professional boundaries

## **SPECIAL CONDITIONS**

### **Location**

Parenting 2000 Southport centre

### **Travel & Expenses**

Out of pocket expenses are reimbursed.

### **Disclosure & Barring Service**

The post holder will be required to undergo an Enhanced DBS Certificate

### **References**

The job offer will also be subject to two satisfactory references.

## **Confidentiality**

To maintain confidentiality of all information and records relating to the work of the project and Parenting 2000 organisation

## **GENERAL**

All staff & volunteers have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Volunteers & staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

Parenting 2000 has an approved equality policy in employment and copies are freely available to all employees & volunteers. The post holder will be expected to comply, observe and promote the equality policies of the organisation

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job