



Volunteer Role Description

New Quay Community Hub @ The Memorial Hall

Title	Maintenance Technician
Responsible to	Development Officer
Base	Memorial Hall

What is a Maintenance Technician?

A maintenance technician repairs and maintains the Hall and its contents using a mix of skills.

What's in it for you:

- Join a friendly team who are passionate about New Quay and the Memorial Hall.
- Use your skills and experiences in a constructive and meaningful way.
- Meet new people and become a known and respected member of your community.
- Make a difference to your Local Community.
- Help others who may be struggling.
- Be part of our organisation and support us making a difference to people's lives.
- Learn and practice new skills.

What's involved:

- Repair, decorate, improve, and renew the structure of New Quay Memorial Hall and its contents. This could be painting a room, fixing a light fitting, building shelving etc. You may be working alone, or in a team, depending on the job.
- Update job statuses on our online tracking system. This allows us to record, prioritise and track jobs.
- You are free to select any jobs you feel competent to handle and come in to complete them at your convenience.
- Jobs that require materials to be purchased are costed and expenditure approval granted before starting.
- Inform the development officer of your volunteering hours at least once a month.

Who is the role suitable for:

Anyone with basic DIY skills, or a willingness to learn alongside a member of the team.

Time Commitment

No fixed commitment, you are free to choose your own hours/times/days, subject to other activities in the building.

Contacts

Volunteer Coordinator	John Barrett, 07949 426609, john.barrett@nqch.org.uk
First Aid	John Barrett
Safeguarding	John Barrett
Activity Coordinator	John Barrett

Training

All volunteers are offered an induction to include a tour of the building, information on safety procedures and information about our charity. This can be arranged with the development officer at a mutually convenient time, even outside your normal volunteering hours.

You will be offered First Aid training at the first available opportunity.

Support

Volunteers will receive ongoing support from the activity coordinator and from the volunteer coordinator by way of one-to-one meetings, news bulletins, telephone, email and text support, ongoing and updated training, and other support. The frequency of these will be determined by the time commitment of the volunteer and their individual needs.

Resources

Materials required to complete jobs will be provided. You will need to bring and use your own tools.

Expenses

Pre-approved out of pocket expenses are re-imbursed at the committee's discretion.

The do's, and don'ts of volunteering with New Quay Memorial Hall

- Do let us know if you need support to carry out your volunteering role.
- Do ensure you are clear on the expectations of your role.
- Do keep in touch with your Volunteering Co-ordinator.
- Do ensure you have a safe volunteering environment whether you are volunteering from home or in the office.
- Don't be afraid to raise concerns and problems. An open honest discussion can often clear the air and sort things out. If you cannot talk to anyone else, please talk to the Volunteer coordinator or a trustee.

Role description created

31/01/2024