



## Volunteer Role Description

New Quay Community  
Hub @ The Memorial Hall

<b>Title</b>	Repair Cafe Technician
<b>Responsible to</b>	Repair Cafe Supervisor
<b>Base</b>	New Quay Memorial Hall

### What is a Repair Cafe Technician?

Carry out repairs to items brought in by the public to our Repair Cafe

#### 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.
- Make a difference to our environment by preventing items going to landfill.
- 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.
- Job satisfaction and pride in having mended something.

#### What's involved:

Diagnose and repair items brought in by the public to one of our repair cafes. Items are repaired on a 'while you wait' basis. Items not immediately repairable are taken away by the owner and either brought back in the future with needed parts or scrapped. No warranties are given, and a liability disclaimer is obtained. You will be fully covered under our insurance.

#### Who is the role suitable for:

Anyone competent and confident enough to attempt to repair an item. You may choose one or more skill categories to work in including electrical, mechanical, sewing, clocks, wood etc.

#### Time Commitment

3 hours per month.

## 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.

First aid training will be offered as available.

Training may be offered in operating our PAT tester to those repairing electrical items.

## 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

We have PAT testing equipment and a limited number of general tools and parts. Most repairers bring their own tools for their chosen specialism.

## 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

05/02/2024