

Maintenance Volunteer

Role Description and Person Specification

Hours – Various

Reporting to – Centre Coordinator

Role Description

The Maintenance Volunteer helps keep The Anthony Seddon Centre in great shape, ensuring it remains a safe, welcoming, and well-maintained space for everyone. This role is hands-on, involving small repairs, routine checks, and general upkeep to help keep the centre running smoothly.

If you like fixing things, problem-solving, or just lending a hand, this is a great way to make a real difference!

Main Duties and Responsibilities

- Carrying out small repairs and maintenance tasks as needed.
- Flushing taps and checking water temperatures as part of Legionella control measures.
- Assisting with routine safety checks, including emergency lighting and fire alarm tests.
- Checking for hazards and general wear and tear, reporting anything that needs attention.
- Helping to move or lift heavy items.
- Assembling or moving furniture and equipment when needed.
- Keeping storage spaces and equipment tidy to ensure safe and easy access.
- Following health and safety procedures to ensure a safe environment for everyone.

General Responsibilities

- Work safely and follow health and safety guidance to protect yourself and others.
- Be respectful and inclusive, everyone is welcome at The Anthony Seddon Centre.
- Follow the charity's policies and procedures to keep things running smoothly.
- Take part in training when needed so you feel confident in the role.
- Help out where you can, whether it's a quick repair or moving supplies, your support makes a big difference!

Person Specification

Knowledge and Experience

- Experience working with people with mental health challenges is helpful but not essential.
- Confidence using basic maintenance tools and equipment for small repairs.
- Awareness of health and safety practices or a willingness to learn.
- Experience with DIY, maintenance, or general repair work is beneficial but not required.

Skills and Personal Qualities

- Practical and hands-on, enjoys fixing things and problem-solving.
- Good attention to detail; notices when things need repairing or improving.
- Organised and reliable, able to manage tasks and keep on top of routine checks.
- Flexible and adaptable, comfortable dealing with different maintenance tasks as they arise.
- Able to work independently but also as part of a team.
- Respectful of boundaries and confidentiality, knowing when to ask for help and when to escalate an issue.
- Physically able to carry out tasks such as moving equipment or completing minor repairs.
- Committed to attending agreed volunteer shifts and any relevant training.

Physical, Mental, and Emotional Effort

This role may involve supporting people who are experiencing distress or difficult emotions. While most conversations will be positive and supportive, there may be times when someone is struggling, upset, or frustrated. As a volunteer, you'll be expected to listen with empathy, stay calm, and know when to get support from staff if needed.

You won't be expected to handle difficult situations alone, we'll always make sure you have guidance and support in place.

The Anthony Seddon Fund's Commitment to Our Volunteers

We truly appreciate our volunteers and want to make sure you feel valued and supported. In return for your time and passion, we offer:

- **Training & Development** – Access to in-house and external training to help you build skills and confidence.
- **Expenses Covered** – We'll reimburse reasonable travel and parking expenses.
- **A Supportive Community** – Be part of a friendly, welcoming team that makes a real difference.
- **Recognition & Appreciation** – Opportunities to celebrate your contribution, whether that's through events, thank-yous, or volunteer rewards.

- **References for the Future** – If you volunteer with us for **6 months or more**, we'll be happy to provide a reference.
- **Personal Growth & Wellbeing** – Volunteering can be a great way to boost your own confidence, wellbeing, and sense of purpose.