

Maintenance Volunteer - Role Description

About The Anthony Seddon Fund

The Anthony Seddon Fund is a peer-led mental health charity based in Ashton-under-Lyne. We provide a safe, welcoming, and inclusive space where people can access support, connection, and activities that promote positive mental health and wellbeing.

Our centre offers a range of peer support groups, wellbeing activities, community events, and drop-in support sessions, helping people feel less isolated and more connected within their community.

Volunteers are a vital part of the support and community we provide. Many of our volunteers bring lived experience, compassion, and understanding to their role, helping create the welcoming and supportive environment TASFund is known for.

About This Role

Maintenance Volunteers help keep The Anthony Seddon Centre safe, welcoming, and well maintained for everyone who uses the space. This practical, hands-on role supports the day-to-day upkeep of the building and helps ensure the centre remains a comfortable environment for staff, volunteers, and people accessing support.

The role may involve carrying out small repairs, helping with routine safety checks, moving equipment, and supporting general maintenance around the building.

You do not need formal qualifications to volunteer in this role. The most important things are being practical, reliable, safety-conscious, and willing to help where needed.

What You Might Be Doing

- Carrying out small repairs and general maintenance tasks around the centre
- Helping with routine building and safety checks
- Flushing taps and checking water temperatures as part of Legionella control measures
- Supporting basic fire safety and emergency lighting checks
- Identifying hazards, wear and tear, or maintenance issues and reporting them to staff
- Helping move furniture, equipment, or supplies where needed
- Assembling furniture or equipment
- Keeping storage areas and maintenance supplies organised and safe
- Supporting health and safety around the building
- Helping maintain a safe, clean, and welcoming environment for everyone using the centre

What We're Looking For

We're looking for people who are:

- Practical, hands-on, and happy helping with general maintenance tasks
- Reliable and able to work safely and responsibly
- Comfortable working independently as well as part of a team
- Organised and able to manage practical tasks calmly and safely
- Flexible and willing to help with different maintenance needs as they arise
- Respectful of boundaries, confidentiality, and the wellbeing of others
- Open to learning and taking part in relevant training and support

You do not need previous volunteering or professional maintenance experience to apply for this role.

Helpful but Not Essential

The following experience or interests may be helpful, but are not required:

- Experience with DIY, maintenance, or repair work
- Confidence using basic tools and equipment safely
- An understanding of health and safety procedures
- Experience working in buildings, facilities, trades, or practical environments
- An understanding of mental health or lived experience of mental health challenges

Support & Training

All volunteers receive an induction, support during their trial period, and access to relevant training to help them feel confident and supported in their role.

You will have regular opportunities to check in with staff, ask questions, and discuss any support or development needs. Additional training opportunities may also be available depending on your role and interests.

You are never expected to know everything straight away; volunteering at TASFund is a learning experience, and support is always available when needed.

Important Information

Volunteers are expected to maintain appropriate boundaries, respect confidentiality, and follow TASFund policies and procedures while carrying out their role.

Some volunteer roles may involve supporting people who are experiencing emotional distress or difficult situations. Volunteers are not expected to provide counselling, therapy, or crisis intervention, and support from staff will always be available where needed. Volunteers should always work within the boundaries of their role and seek support from staff whenever needed.

Certain roles may require a Disclosure and Barring Service (DBS) check. If this applies to the role, this will be discussed with you as part of the recruitment process.

Time Commitment

This role is flexible and can fit around your availability and the needs of the centre.

Maintenance tasks may take place during weekdays, evenings, or around activities and events depending on what support is needed. Some tasks may be planned in advance, while others may arise as part of the day-to-day running of the building.

We ask volunteers to commit to regular attendance where possible, but we understand that availability and personal circumstances can change, and we aim to be flexible and supportive wherever possible.

What Volunteers Receive From Us

We truly value the time, skills, and experiences our volunteers bring to TASFund. In return for your support, we aim to provide a positive and rewarding volunteering experience through:

- A friendly, welcoming, and supportive environment
- Induction, training, and ongoing development opportunities
- Regular support and supervision
- Reimbursement of reasonable agreed expenses
- Volunteer recognition and appreciation events
- Opportunities to build confidence, skills, and experience
- References for volunteers who complete an agreed period of volunteering

Volunteering can also be a great way to meet new people, build confidence, develop skills, and support your own wellbeing while making a difference in the community.

Interested?

If you are interested in this role, we'd love to hear from you. The first step is to complete a Volunteer Expression of Interest Form, after which we'll invite you to attend one of our volunteer introductory sessions to learn more about TASFund and the role.