

## JOB DESCRIPTION

<b>Job Title</b>	<b>Handy Helpers Team Assistant</b>
Last review date	November 2021
Line Manager	Handy Helpers Team Leader
Base of Work	The post is based at our depot in Aylesbury and involves driving across Buckinghamshire using the charity's minibus and occasional attendance at the organisation's main office in Monks Risborough
Hours	7 hours per week (1 day)
Salary	Up to £3,500 (£17.5K FTE) depending on experience
Contract	6-month fixed term contract (FTC) – with potential for extension

## ABOUT US

### About the Charity:

At Community Impact Bucks we are passionate about helping people to get involved and make a difference in Buckinghamshire communities.

We do this by:

- Supporting **people** to find volunteering opportunities and develop their skills and knowledge through volunteering and training.
- Supporting **charities and other not-for-profit** groups with information, advice, and training, and helping them to have a collective voice in matters that affect them and the people or environment they support.
- Working with **communities** to identify their needs, the solutions they want to see, and help them to make change happen.

Established in its current form in 2010, and with a 35-year history of supporting communities in Buckinghamshire, Community Impact Bucks is the backbone of the charity, voluntary and community sector in the county. We are the nationally accredited Volunteer Centre and the Rural Community Council for Buckinghamshire.

### About the VCSE & Community Development Team

Led by the Head of VCSE & Community Development, this team of staff and volunteers provides vital support to build strong, resilient communities across the county.

The team works to:

- Provide information, advice, and training to help voluntary organisations get started, overcome challenges, develop, and grow.
- Bring people together and support them to take collective action in their communities.
- Gather intelligence and share insights into the VCSE sector and local communities in Buckinghamshire.

### JOB PURPOSE

To assist the Handy Helpers Team Leader with providing a basic handyman service to vulnerable elderly and disabled people in Buckinghamshire, supporting and enabling them to stay independent and remain in their homes for longer.

To support and work alongside a small team of volunteers.

### KEY RESPONSIBILITIES & ACCOUNTABILITIES:

- Carry out basic handyman and gardening tasks under the supervision of the Handy Helpers Team Leader, including:
  - External maintenance (e.g. garden clearance, leaf collecting, path clearing/cleaning, painting fences/sheds)
  - Moving of furniture and other items (e.g. to enable a hospital bed to be put in place or to arrange a bedroom downstairs)
  - Removal and Disposal of small household items, green/general waste
  - General maintenance services (repairing door/cupboard handles, replacing light bulbs, batteries, resetting clocks/thermostats)
  - Do-it-yourself tasks (e.g. building flat packed furniture and putting up shelves, pictures, coat hooks etc.)
  - Home security measures (e.g. locks, wireless alarms)
  - Minor adaptations (e.g. key safes, handrails)
- Liaise with the Handy Helpers Team Leader on the day-to-day activities of the service.
- Ensure that tools and equipment are counted in/out during each visit.
- Work with the Handy Helpers Team Leader to ensure that the van, equipment, and storage premises are always left secure, kept clean, tidy and in good condition.
- Removal of waste and debris after completing work, leaving the site clean and tidy.
- Support volunteer team members in their volunteering role.
- Gain the knowledge needed to carry out the role through training events/forums.
- Occasionally transport volunteers and equipment to clients' houses using the charity's minibus. (Full driving licence required).
- Work within an equal opportunity model of practice.
- Comply with the Health and Safety policies and arrangements which are in place to ensure that volunteers, staff, and others are safe, and communication is effective.
- Fulfil personal responsibilities regarding Health and Safety and Risk Policies.
- Carry out any other duties appropriate to the post that may be requested, as agreed with the Handy Helpers Team Leader.

### SAFER RECRUITMENT

Community Impact Bucks is committed to safeguarding and ensuring the welfare of children and adults. This is a responsibility that is shared by all staff and volunteers.

The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment. We have safeguarding policies in place which staff/volunteers are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience. Regular training is provided.

This post is subject to a Disclosure and Barring Service check.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>About you</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate a respectful and non-judgmental approach to volunteers, clients, and colleagues.</li> <li>• Has a flexible approach, willing to try new things and test effectiveness.</li> <li>• Enthusiastic with a positive attitude and a sense of humour!</li> <li>• Able to work outside normal office hours on occasion.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the special needs of older and vulnerable people</li> </ul>
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• A good general standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• Vocational, Trade and/or Horticulture qualification</li> </ul>
<b>Experience, Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Has basic knowledge of gardening, DIY and Trade practices.</li> <li>• Interested and able to learn how to operate equipment and power tools.</li> <li>• Willingness to extend current knowledge and skills through training, periodicals, and e-Learning.</li> <li>• A good communicator and able to work as part of a team.</li> <li>• Capable of following instructions efficiently.</li> </ul>	<ul style="list-style-type: none"> <li>• Previously worked as a gardener or tradesperson.</li> <li>• Experienced in using gardening/DIY equipment and power tools.</li> <li>• Experience of working with the public.</li> <li>• Knowledge of Health &amp; Safety, Risk Assessment, Equal Opportunities issues and safeguarding of vulnerable adults</li> </ul>
<b>Other work-related requirements</b>	<ul style="list-style-type: none"> <li>• Full British driving license.</li> </ul>	<ul style="list-style-type: none"> <li>• Access to a private means of transport.</li> </ul>