

Maintenance Volunteer

The role

The Maintenance Volunteer will assist with maintenance jobs within our Centre. Assisting with the general upkeep of Dr Bell's Family Centre, with tasks appropriate to your level of competence. This role will report to the Engagement Officer.

This role will be based at our Centre.

Key tasks

- Painting.
- Hanging pictures, shelves, noticeboards and other items on walls.
- Changing lightbulbs
- Building and assembling indoor and outdoor furniture.
- General site upkeep and maintenance.
- Moving furniture.

Specific skills

We are looking for someone with the following skills, knowledge and experience:

Essential:

- Reliable, punctual, honest and well-organised
- Good maintenance skills including painting
- Experience in using small hand tools i.e. a screwdriver
- Experience in using maintenance equipment including battery driven equipment, small steps and ladders.
- Ability to work well alone.
- Ability to follow instructions, as well as health and safety guidelines.

Desirable:

- Previous work experience in maintenance (voluntary or in a paid role).
- Knowledge about Dr Bell's Family Centre.

Support and training:

- All volunteers will receive regular support and supervision meetings throughout their time with Dr Bell's Family Centre.
- All volunteers will receive an induction before starting.
- Any relevant training that may be required will be identified and will be offered to volunteers.

What you will gain from this opportunity

- Volunteers receive relevant training and an induction before starting their role.
- Ongoing support, guidance and monthly supervision meetings throughout your time at Dr Bell's.
- Opportunity to develop communication and other skills, as well as confidence.
- Opportunity to give back to your community and help make a difference.

Availability and commitment

This is an ad-hoc role. Days will be decided on a needs basis, which will be arranged with the Engagement Officer.

Other requirements

Volunteers must be at least 18 years old.

Recruitment process:

This position is subject to a Basic Disclosure check and one satisfactory reference.

Application forms to be returned to:

Vicki Colquhoun on: vicki@dbfc.org.uk

You can also drop your application off at our Centre:

15 Junction Pl, Edinburgh EH6 5JA during 9am – 4pm.