



Volunteer Title: Handy Man Volunteer	Reports To: Facilities and Estates Department
Last Updated: March 2017	Interested email: <a href="mailto:susan.lewin@whiteleyvillage.org.uk">susan.lewin@whiteleyvillage.org.uk</a>

Whiteley Village, near Walton on Thames, is set in 225 acres of beautiful Surrey woodland. The Village provides homes to nearly 500 older people of limited means and is managed by The Whiteley Homes Trust (registered charity 1103056).

**General Responsibilities:**

To assist the Facilities Department at Whiteley Village's Combined Services Yard undertake light maintenance work to keep the Village facilities in good working order for our residents

**Key Duties:**

- To undertake any general decorating – painting walls and woodwork
- Carpentry – hanging notice boards – putting up shelves
- Minor repairs

**Essential Skills:**

- Volunteers must be familiar with basic maintenance tasks (this does not have to be from previous jobs – DIY experience is fine)
- Happy to work as part of a team or independently
- A reasonable level of fitness

**Desired Attributes:**

- Person who enjoys working in and outside
- Person who values older people

**Rewards:**

- Induction, training and support to enable the provision of a quality service
- Becoming a member of a friendly team and meeting new people
- Opportunity to develop new skills
- The knowledge you are making a significant contribution to Whiteley Homes Trust Charity
- Invitation to volunteer appreciate events

**Volunteer Hours:**

This position is of a voluntary nature and your availability for undertaking a shift will be agreed in advance with your Volunteer Supervisor