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| Volunteer Title: Volunteer Equipment Inspector | Reports To: Raymond Baker                                                                                       |
| Last Updated: January 2016                     | Interested email:<br><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 check their access equipment (chiefly ladders) are all in proper functioning order and conform to health and safety regulations. Full training and uniform supplied.

**Key Duties:**

- To physically and visually examine equipment to ensure it is functioning properly and meeting health and safety regulations
- To tag all approved equipment accordingly, marking it fit for use
- To discard or reject equipment not meeting specifications and mark it unfit for use as well as reporting it to the Supervisor

**Essential Skills:**

- Able to undertake the physical activity required for the role – extending and handling heavy ladders and other tools
- Happy to work as part of a team and communicate well with colleagues
- Able to commit to a minimum of one year volunteering, every three months for 1 day.
- Detailed orientated and methodical to ensure all safety requirements met

**Desired Attributes:**

- Person who enjoys working in and outside and being part of a team
- Would ideally suit someone with a background in building or engineering

**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 one day shift every three months will be agreed with you in advance. You should be able to commit to at least a 12 month voluntary commitment to this role.