St Peter & St James Hospice

Volunteer Role Profile - General Maintenance



Position	**General Maintenance Volunteer**
Department	**Facilities and Estates**

VISION, MISSION AND VALUES

Our Vision

A community where people live and die well according to what matters most to them.

Everyone affected by life-limiting illness has access to our expertise.

Our Mission

Providing the right care, in the right place, at the right time, to everyone who needs us.

Our Values

They are at the heart of our organisation and underpin all that we do, they define who we are, how we work, what we believe in and stand for

- **Compassion** – We show kindness, understanding and empathy in how we treat each other, delivering care that honours dignity
- **Collaboration** – We work together with excellence, inclusion and trust, encouraging diverse perspectives and building strong partnerships
- **Empowerment** – We foster a culture or autonomy, accountability and openness, enabling everyone to participate actively in decision-making

ROLE PURPOSE

The Hospice is set on 36 acres of stunning grounds with landscaped gardens, flower beds and natural woodland. The hospice itself incorporates our In-Patient Unit (IPU), administration offices and housekeeping. Additionally, we have two minibuses to transport our visitors and patients.

To support the Facilities team with the ongoing need for maintenance and repairs for the Hospice and all retail sites to be able to deliver services and host members of the public safely.

WHAT WILL I BE DOING?

- **General Maintenance** - Small maintenance tasks like changing lightbulbs, repairing nonelectrical items, putting up shelves and other small, non-complex DIY tasks
- **Building maintenance** – Painting, decorating, moving and removing items and support with general maintenance tasks
- **Teamwork** - being part of a team of volunteers
- **Liaising** - with Facilities Manager/Technician

WHAT SKILLS WILL I DEVELOP?

- DIY practical skills
- Grounds maintenance
- Communication
- Teamwork

WHAT DO I NEED?

- An interest and basic competence in general maintenance
- A driving license is desirable but not essential
- Good physical fitness
- Friendly and approachable
- Committed and reliable
- A team worker

WHAT ELSE DO I NEED TO KNOW?

- Communicate regularly with the Facilities Manager/Technician for all tasks
- Rubbish to be disposed of in designated areas
- Protective Personal Equipment (PPE) including toe guard boots to be provided
- Please do not lift any heavy objects that you are not comfortable with
- Demonstrate hospice values
- Please note there is no available public transport to the hospice site

WHAT TRAINING MUST I DO?

- Mandatory volunteering training including Fire Awareness, Health and Safety, Infections Protection, and Manual Handling
- Hospice Induction Day
- Manual handling face to face training given by Facilities Manager/Technician
- Face-to-face training as and when required

WHEN WILL I BE NEEDED?

Be available Monday to Friday when needed, TBC at interview

WHERE WILL I BE VOLUNTEERING?

The role will be based at St Peter and St James Hospice but will include general maintenance of the retail outlets and the Distribution Centre based in Hurstpierpoint

WHO WILL BE MY SUPERVISOR?

Facilities Manager

"Providing the best possible care in the right place and at the right time to everyone who needs us"