



COACH HOUSE SHED PROJECT

VOLUNTEER ROLE DESCRIPTIONS

- ◇ **Tools Restorer** – Reconditioning a wide range of tools for vocational training projects in developing countries
- ◇ **Gardener** – Supporting the care of the gardens and the grounds of the Hospice
- ◇ **Maintenance Support** – Undertaking general maintenance, painting and decorating across the buildings on the Hospice site



VOLUNTEER ROLE DESCRIPTION

Role Title	Tools Restorer Volunteer
Location	Canterbury Hospice, London Road, CT2 8JA
Time Commitment	Half-day sessions take place on Tuesday and Thursday mornings and can be at other times subject to demand.
Responsible To	Hospice Services Manager

PURPOSE OF THE ROLE

Pilgrims Hospices are working in partnership with 'Tools for Self Reliance - Canterbury', which is a local group of the UK based charity working to help relieve poverty in Africa. A key part of their mission is to collect and refurbish used, good quality hand-tools, to be sent to developing countries to empower people and help rural communities to build sustainable livelihoods.

The main purpose of the role is to work within the group, to restore tools to a safe and fit-for-purpose condition, capable of giving many years of regular use.

KEY DUTIES AND RESPONSIBILITIES

May include, but are not limited to:

- Assessing and sorting incoming tools
- Preparing unsuitable items for recycling
- Cleaning, sharpening, repairing and painting tools, in accordance with guidance material
- Leaving the workshop area clean at the end of each session
- At all times, working within the agreed health and safety guidance

KEY EXPERIENCE, SKILLS & ATTRIBUTES

While no specific skills are essential, a general practical ability or interest is highly desirable. However, the following will be helpful and most welcome:

- Previous experience in any construction or industrial trade
- Previous DIY experience
- Willingness to 'show others' using your previous experience
- Willingness to follow guidance from others
- Willingness to follow documented or web-based guidance material
- An appreciation of health and safety issues in the workplace and how they affect others
- A sense of humour

ESSENTIAL TRAINING REQUIREMENTS

- Organisational Induction
- Health & Safety training
- Role specific induction and training, e.g. use of machinery
- Undertake any other statutory and mandatory training considered relevant to the role

WHAT WE OFFER

- A friendly environment in which to volunteer
- The opportunity to use your time and skills to improve the lives of others
- Being part of an enthusiastic team
- The chance to gain new skills and experience
- The chance to meet new people and create friendships

VOLUNTEER ROLE DESCRIPTION

Role Title	Volunteer Gardener
Location	Canterbury Hospice, London Road, CT2 8JA
Time Commitment	To be agreed, a minimum of 3-4 hours a week would be expected on set days
Responsible To	Hospice Services Manager & Head Gardener

PURPOSE OF THE ROLE

Pilgrims Hospices takes pride in ensuring that its gardens look beautiful all year round as we strive to create an attractive, welcoming exterior for the benefit of our patients and visitors.

Volunteer Gardeners will work with the Head Gardener in Canterbury to support the care of the gardens and grounds of the Hospice and maintain them to an excellent standard.

KEY DUTIES AND RESPONSIBILITIES

- Undertaking general gardening tasks including mowing grass, planting, pruning, weeding, watering, mulching, cutting back, potting etc., whilst keeping disruption to a minimum
- Maintaining the site, including the Labyrinth, shrub borders, lawns, hedges, tree management, pots, hanging baskets and containers, greenhouse and plant nursery
- Helping to keep the grounds clean and tidy and dispose of litter

KEY EXPERIENCE, SKILLS & ATTRIBUTES

- An interest and knowledge of basic gardening (*Not essential but willing to learn*)
- Some awareness of health & safety issues in the outdoors and in the use of gardening equipment
- An ability to work on both own initiative and as part of a team
- Reliable and flexible
- Good communication skills
- Knowledge of implementation of basic planting and gardening (*Not essential*)
- An ability to maintain confidentiality
- An ability to lift and carry large items, with assistance
- A good sense of humour
- All gardening volunteers should ensure that they have an up-to-date tetanus vaccination before starting their volunteering at the hospice

ESSENTIAL TRAINING REQUIREMENTS

- Organisational Induction
- Health and Safety training, including moving & handling
- Role specific shadowing and training, including following set procedures.
- Any other statutory and mandatory refresher training considered relevant to the role

WHAT WE OFFER

- The opportunity to use your skills to complement our work
- An opportunity to make a positive difference in your own community
- The opportunity to gain gardening experience with a dedicated team of volunteers
- A chance to meet new people and create friendships
- A chance to develop your CV

VOLUNTEER ROLE DESCRIPTION

Role Title	Volunteer Maintenance Assistant
Location	Canterbury Hospice, London Road, CT2 8JA
Time Commitment	Flexible, hours and times to be agreed, although a minimum of 4 hours a week would be expected
Responsible To	Hospice Services Manager & Maintenance Engineers

PURPOSE OF THE ROLE

It is very important to Pilgrims Hospices that our buildings are in excellent condition, in order to ensure that our patient and visitors experience the best possible environment.

We have a dedicated team of Maintenance Engineers and the Volunteer Maintenance Assistant will support them to carry out important general maintenance duties across the grounds and buildings of the Hospices. In particular, undertaking general painting and decorating of rooms and communal areas.

KEY DUTIES AND RESPONSIBILITIES

- Undertaking general ad hoc maintenance and repair duties
- Assisting with painting and decorating
- Helping with moving and handling of equipment and furniture
- Assisting in setting up meeting rooms and the Therapy Centre for meetings and events, as required
- Assisting in setting up equipment and services for outdoor events within the Hospice grounds
- Some general tidying and disposing of rubbish
- Complying with all Hospice health and safety policies and procedures

KEY EXPERIENCE, SKILLS & ATTRIBUTES

- Committed to the ethos of the charity and being a positive and proactive representative of Pilgrims Hospices
- Reliable and trustworthy
- Good communication and team work skills
- Ability to maintain confidentiality at all times
- Attention to detail when undertaking tasks
- Experience of a trade or general maintenance duties
- General knowledge of basic DIY, painting and decorating
- Awareness of Health and Safety issues and some knowledge of legislation
- An ability to lift and carry large items, with assistance

ESSENTIAL TRAINING REQUIREMENTS

- Organisational Induction
- Health and Safety training, including moving & handling, Asbestos Awareness and COSHH
- Role specific shadowing and training, including following set procedures.
- Any other statutory and mandatory refresher training considered relevant to the role

WHAT WE OFFER

- A friendly environment in which to volunteer
- An opportunity to make a positive difference within your community
- A chance to meet new people and create friendships
- A chance to develop your CV