



12 Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG

Volunteer Role Description

Role title: Caretaker Volunteer	
Main purpose of role: To support the overall running of HaverHub, assist with repairs and maintain facilities to high standard.	
Department: Operations and Facilities	Location: HaverHub HQ, The Old Post Office, Quay Street, Haverfordwest
Position reports to: Operations and Facilities Manager	Position is responsible for: N/A

Main duties
<ul style="list-style-type: none">• Conduct regular site checks and noting any repairs, damage or other site issues and report to Site Manager as needed.• Undertake basic DIY repairs within agreed parameters or reporting maintenance issues that need more contractual help.• Completing site charts, reports and other information needed by the teams.• Depending on hours agreed, you may be needed to open the site in the morning or close down at the end of the day, and complete a thorough site check.• By prior arrangement, be available for deliveries, contractors and other site arrivals relevant to the role.• Key Holding: <i>If this is an agreed responsibility, safely holding a set of keys and being a contact person should an unexpected access be detected. You may be required to assist with safety/emergency situations, provide CCTV to police in the event of a break in and so on.</i> <p>Volunteers will be given flexibility over the tasks detailed above, and the role can be tailored to suit the experience of the individual. Additional tasks can be identified depending on skills and interests.</p>

Last updated: 25/03/2021

Date of next review: 25/04/2021

Person Specification

Role Title: Caretaker Volunteer

Department: Site

The below person specification is purely a guide for the qualifications, experience and skills that would be beneficial for the voluntary role available. Training will be provided where needed.

Factor	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> ▪ Reading and writing skills 	✓	
Relevant experience		
<ul style="list-style-type: none"> ▪ Working well within a team, but also able to work independently 	✓	
<ul style="list-style-type: none"> ▪ Experience of maintenance, repairs or a specific trade 	✓	
<ul style="list-style-type: none"> ▪ Excellent customer service 		✓
<ul style="list-style-type: none"> ▪ Ability to use basic tools and apparatus related to the role 	✓	
Aptitude, skills and abilities		
<ul style="list-style-type: none"> ▪ Good numeracy and literacy skills 	✓	
<ul style="list-style-type: none"> ▪ Aware of when to seek help and advice 	✓	
<ul style="list-style-type: none"> ▪ Support and ensure that COVID-19 safety measures are adhered to 	✓	
<ul style="list-style-type: none"> ▪ Attention to detail 	✓	
Personal attributes		
<ul style="list-style-type: none"> ▪ Passionate about making a difference 	✓	
<ul style="list-style-type: none"> ▪ Commitment to HaverHub values 	✓	
<ul style="list-style-type: none"> ▪ Welsh speaker 		✓

Please contact us if you would like to have an informal conversation, if have any questions or if would like to arrange a visit.

We welcome correspondence in English or Welsh.

Name: James Cordell

Title: Volunteer Coordinator

Email: recruitment@haverhub.org.uk