



12 Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG

## Volunteer Role Description

<b>Role title:</b> Creative Décor & Courtyard Garden Volunteer	
<b>Main purpose of role:</b> To support the maintenance of creative décor and external areas of HaverHub	
<b>Department:</b> Operations and Facilities	<b>Location:</b> HaverHub HQ, The Old Post Office, Quay Street, Haverfordwest
<b>Position reports to:</b> Operations and Facilities Manager	<b>Position is responsible for:</b> N/A

### Main duties

- Varied activities ranging from painting, creative carpentry such as making pallet yard furniture, signs, décor for courtyard garden, planters and hanging baskets.
- Planting, watering, and tending plants and flowers.
- Helping improve, decorate, layout the public spaces especially in the courtyard, and perhaps as needed in the depot and bar area.
- Developing ideas and new opportunities to improve the décor and courtyard garden.
- Range of tasks from more robust DIY projects, to the more artistic decorative.
- The aim is to make these roles social and recreational while also contributing to an attractive public space.

**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.**

**Last updated:** 25/03/2021

**Date of next review:** 25/04/2021

## Person Specification

**Role Title:** Creative Décor & Courtyard Garden Volunteer

**Department:** Operations and Facilities

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
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>▪ Reading and writing skills</li> </ul>	✓	
<b>Relevant experience</b>		
<ul style="list-style-type: none"> <li>▪ Working well within a team.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Use of IT equipment and software</li> </ul>		✓
<ul style="list-style-type: none"> <li>▪ Excellent customer service</li> </ul>		✓
<ul style="list-style-type: none"> <li>▪ Communicating and assisting customers and the public where needed</li> </ul>		✓
<ul style="list-style-type: none"> <li>▪ Sharing knowledge with others</li> </ul>		✓
<ul style="list-style-type: none"> <li>▪ DIY and/or gardening experience</li> </ul>		✓
<b>Aptitude, skills and abilities</b>		
<ul style="list-style-type: none"> <li>▪ Use of tools, training will be provided</li> </ul>		✓
<ul style="list-style-type: none"> <li>▪ Good numeracy and literacy skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Aware of when to seek help and advice</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Support and ensure that COVID-19 safety measures are adhered to</li> </ul>	✓	
<b>Personal attributes</b>		
<ul style="list-style-type: none"> <li>▪ Passionate about making a difference</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Commitment to HaverHub values</li> </ul>	✓	
<ul style="list-style-type: none"> <li>▪ Welsh speaker</li> </ul>		✓

**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

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