

Basingstoke Mencap **Role Description for Volunteers**

Title: Woodwork Volunteer

Objectives of the role:

- To extend our range of wooden crafts that we sell at our open days and monthly plant sales. This would be discussed with the Charity Manager and would work to fit in seasonally.
- helping people we support to safely acquire woodwork skills and knowledge, they can increase their opportunities for paid and voluntary work in the community
- You will report to and be supported by the Charity Manager onsite with whom you will have weekly briefings to ensure you are aware of what you will be working on each day and agree realistic timescales to complete products and projects.

Outline of Tasks and Activities to be undertaken

- To support and work with our paint shop volunteer, providing them with finished products using existing templates of wooden crafts for them to paint, that we make and sell onsite
- To support other members of the Greenfingers team and volunteers to use some of the machinery to complete wooden crafts
- To carry out safety checks on all machinery on a weekly basis, and report to the Charity Manger of any broken or damaged equipment.
- To keep an inventory of materials we use, so we can manage costs effectively ensuring we make a healthy profit to enable us to continue our work at the Greenfingers site.
- To ensure the wood shop is kept in a safe and orderly manner and locked securely at the end of each day to prevent a break in.
- To carry out your role at the Greenfingers wood shop with agreed hours and days that we would need you onsite.

Targets or Measurements of Performance

- You will receive regular verbal feedback
- You will be encouraged to attend appropriate training where necessary in order to develop your role
- We will acknowledge your achievements, performance and commitment as a volunteer

Days and Hours

- Days and times to be agreed with the Charity Manager. We are happy to accept individuals who can commit to work on a rota basis but prefer individuals who could commit to most weeks if possible (notwithstanding holiday commitments etc)

Expenses

- This is not a paid role, and you are not employed by the Charity. You may be reimbursed for any out-of-pocket expenses, including mileage with the prior agreement of the project team leader occurring as a direct result of your volunteering role, on the production of a receipt in accordance with the Basingstoke Mencap's Volunteering Policy.

Skills and Attributes

- A keen interest in woodwork
- Experience and knowledge of using a range of woodworking tools
- Friendly, flexible, reliable, with a sense of humour
- Supportive, enthusiastic, honest and committed
- Able to develop good working relationships and communicate effectively
- Able to work safely and to not endanger yourself or others, following health and safety requirements to maintain a hazard free working environment
- Able to complete risk assessments with support of the Charity Manager
- Able to work in a team with people of wide ranging ages and abilities
- A commitment to the aims and principles of the organisation, including a commitment to confidentiality and maintaining professional boundaries
- an interest in Learning Development but not essential

We would ask you to:

- Adhere to our policies and procedures and ensure that you behave in a way that will promote the charity in a positive manner
- Commit to a particular task, event or series of events when asked
- Arrive on time and make sure you inform the Charity Manager if you are going to be late or absent
- Perform your agreed duties to the best of your ability
- Treat staff, other volunteers and service users with respect
- Help the organisation to work towards its aims and objectives
- Respect confidentiality
- Try to provide us with sufficient notice should you wish to stop or no longer be able to volunteer for the organisation
- Provide feedback to the Charity Manager to enable us to improve the volunteering experience where possible.
- Raise any concerns you may have to the Charity Manager

A copy of the Basingstoke Mencap Volunteering Policy will be provided to you. Please acquaint yourself with this