**ROLE DESCRIPTION**

**ROLE TITLE:** Handyman/woman

**REPORTING TO:** Family Centre Operations Manager

**LOCATION:** Stanwell Family Centre

**HOURS:** 0 – 7 hours per week (variable timings, depending on centre services)

**SALARY:** £0 as this is a voluntary position

**CLOSING DATE:**  **INTERVIEW DATE:**

**Surrey Care Trust** is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

**Our Vision**

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

**Our Mission**

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of deprivation.

**Stanwell Family Centre (previously Stanwell Children’s Centre)**

The multi-agency approach of Family Centres is at the heart of Surrey County Councils Effective Family Resilience and Early Help Strategy. Family Centres play a central role in providing Early Help, in improving outcomes for all young children, and in reducing inequalities in outcomes between the most disadvantaged children and the rest.

Family Centres will provide access to high quality Early Help and targeted services, health, family support and employment related services. All services developed ensuring that the needs of children are paramount.

Each Family Centre is intended to become the first port of call for families in need or requiring additional support with the challenges that parents face every day bringing up their children.

**Overall purpose of the role**

To assist with upkeep and repairs of the Stanwell Family Centre site, to ensure it is safe, inviting and engaging.

**Duties and Responsibilities**

* Perform basic tasks including painting and decorating, small construction work and maintenance repairs.
* Perform repairs on centre building and equipment.
* Detect and report the need for maintenance repairs to Centre management.
* Respond to maintenance requests in a timely and professional manner.
* Work with a variety of hand and machine tools and materials.
* Ensure a safe environment for staff and clients by adhering to health and safety regulations.
* Share knowledge and experience with Centre management on matters related to maintenance of the Centre.

This role offers opportunity for training and work experience.

**Working conditions for this role:**

* Manual handling of resources up to 5kg regularly
* Working with children aged 0-11 years, their families and professionals
* Adherence to relevant Family Centre Policy and Procedures is essential.

**Person Specification**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Reliability | Prior relevant experience of building and DIY. |
| Ability to handle a range of hardware tools and power equipment. | Experience with plumbing and electrical systems. |
| Ability to communicate clearly orally and in writing. | Ability to speak languages in addition to English |
| Ability to apply relevant safeguarding and health & safety policies and procedures | Aptitude for problem-solving. |
| Willingness to complete training in Safeguarding Children, First Aid, Equality and Diversity | Vision, enthusiasm, good self-presentation, determination, dedication and a sense of humour |
| Good listening skills. | Desire to be proactive and create a positive experience for others. |
| Enthusiastic, friendly, caring and non-judgemental. | Commitment to continuous training and development |
| Organised with ability to use own initiative but also be part of a team. | Understanding of equality and diversity. |
| Commitment to the service |  |

An enhanced DBS is required for this role.

**For an initial discussion about this role please contact the Family Centre on**

 **01784 241407**

**To submit an application please complete an application form and send it to** **recruitment@surreycaretrust.org.uk**