

# Volunteer Role Description

## Facilities Support

**Department** Facilities maintenance

**Days & Frequency** 1 day per week (Monday or Friday)

### Overview of role:

To help Wirral Hospice St John provide services and care to patients with life limiting illnesses, providing administrative support to our facilities team. No previous experience is necessary as full training will be provided.

### Activities you will be involved in:

- Maintenance and repair tasks
- Painting and decorating
- Assist with the moving of furniture and equipment
- Collection and Delivery
- Maintain a tidy, clean and safe environment
- Assist with the preparation for hospice events

### What we are looking for:

- Practical maintenance skills
- Ability to drive would be an advantage
- Voluntary post subject to disclosure through Disclosure & Barring Service
- Able to work on own initiative with flexibility
- Able to communicate effectively
- Enjoy working as part of a team and also able to work independently
- Empathy with service users, who can at times be in distress
- Sensitive to the needs of patients
- Understanding of boundaries and confidentiality

### Time commitment:

We are looking for volunteers able to commit to 1 day a week.

### Anything else you need to know:

- Voluntary post subject to disclosure at standard level through DBS.
- Volunteers are required to maintain confidentiality around patient and hospice information.
- We can accept volunteers aged 16 and above.
- Training where identified will be provided.

