

Volunteering with Wakefield Hospice...

Role Description:

Wakefield Hospice Garden Volunteer

Volunteer role in: Facilities Department

Volunteer responsible to: Caretaking staff / Facilities Manager

Volunteering location: Wakefield Hospice

Supported by: Caretaking staff / Facilities Manager / Volunteer Services

Summary of Role:

To assist the Hospice caretakers with general maintenance around the Hospice building and grounds.

Usual role hours/shift:

Monday - Friday 9am-4pm (morning and afternoon shifts available)

Reporting absences:

If you are unwell, going on holiday or are otherwise unable to undertake your shift, please contact the Facilities team or the Volunteer Services department as soon as possible.

Volunteers may be asked to help with:

- Gardening including path clearing, hedge trimming, lawn mowing, weeding etc
- General tidying of outside areas
- Basic DIY tasks, indoors and outdoors
- Furniture removal
- Using tools / machinery, electric or petrol
- Any other duties deemed appropriate by the Facilities Manager, taking into account the capabilities of the volunteer(s)

Volunteers must:

- Maintain the Hospice code of confidentiality in regard to service users, their families and carers and all business matters
- Observe and implement the Hospice policies on fire, health and safety, manual handling, infection control, safeguarding and cash handling, reporting any hazards or concerns promptly
- Participate in mandatory training and training deemed necessary for specific roles

Training:

The Hospice is committed to the ongoing training and development of volunteers, aiming to provide appropriate training for all volunteers in order to meet statutory obligations, ensure volunteers are well supported in performing their role and to provide opportunities to undertake additional training for personal development. The Voluntary Services department will ensure that volunteers are informed of, and booked on to, all mandatory and statutory training.

Mandatory and statutory training identified for this role:

- Volunteer Induction
- Mandatory training

Person Specification / skills required

Volunteers in this role need to be physically fit and willing to work outdoors, wearing appropriate clothing / PPE where necessary. Basic gardening / DIY skills or experience are useful. Must be able to work as part of a team and with minimal supervision

To apply for the role, please complete a Volunteer Application form and return to Sophie Baker, Wakefield Hospice Volunteer Services Coordinator.

Email: vs@wakefieldhospice.co.uk

Post: FAO Sophie Baker, Wakefield Hospice, Aberford Road, Wakefield, WF1 4TS