

Volunteer Role Description

Maintenance Support Volunteer

<p>Purpose</p>	<p>To be part of a team that strives to maintain The Reader's premises and its grounds to an excellent standard. Our premises are used by staff, volunteers, and members of the public. We are building a community based on Shared Reading which will welcome more than 40,000 visitors a year and the maintenance of our physical environment is important as our organisation grows.</p>
<p>Key activities</p>	<p>The Reader at Calderstones is a place where anyone can come to experience literature, find and share meaning, be nourished, develop new skills, explore new things and, find 'something real'. We run many weekly Shared Reading groups, as well as many other weekly community groups, such as Knit and Natter</p> <p>The Reader at Calderstones is home to the International Centre for Shared Reading – a centre of excellence serving our international community, and welcoming everyone who wants to begin or develop their Shared Reading practice.</p> <p>Visitors can also visit the neolithic Calder Stones in a new heritage centre that brings the stories of the past to life.</p> <p>But with a commercial Café, Shop and Ice Cream Parlour on site, and our glorious Storybarn, as well as the park's only public toilets, we will be welcoming thousands of people who know very little of our purpose, only that we have things they may want to buy or use.</p> <p>Your role will involve internal and external general maintenance of the site (this includes the Coach House, Storybarn, Ice Cream Parlour, Mansion House and their surrounding curtilage only) and supporting the Facilities Staff in duties such as the below:</p> <ul style="list-style-type: none"> • Sweeping and weeding of all paths, walkways, and entrances to and around our premises • Maintenance of bin store and storage containers area • Gritting walkways in winter months to enhance safety for our staff, volunteers, and visitors • Clearing loose foliage from trees and plants • Pruning planters • Repainting gates, fences, picnic benches, and planters • Assembly of furniture • Assisting with office moves • Small internal decorating tasks • Reporting and safety issues or damages to the Facilities team

What you will get out of it	<ul style="list-style-type: none"> • An opportunity to become part of The Reader community • Opportunities for you to enrich the lives of other people by creating a lovely environment • Gain first-hand experience of working with an award winning nationally recognised social enterprise • A chance to harness the skills you have and develop new ones • Regular and ongoing support from a friendly and supportive team • Develop confidence • Enhance your CV
What we expect from you	<ul style="list-style-type: none"> • Able to volunteer under the supervision and support of The Reader • Work according to all volunteer policies and procedures • We need people who care or can learn to care about what The Reader is doing • Reliability and flexibility • Good organisational, time management and interpersonal skills • Able to ask for help when needed • Have a warm, calm and friendly manner that reflects The Reader's ethos and values • Feedback to The Reader staff if you have particular concerns or difficulties • Ability to remain resilient and show compassion to members of the community • Have a responsible approach to health and safety
Commitment	<p>Time commitment per week: minimum three to four hours</p> <p>Length of role: minimum six months (to ensure continuity and consistency for the Facilities Team)</p>
Location	The Reader's Head Office, Calderstones Park, Liverpool, L18 3JB
Skills/experiences/personal qualities required	<p>The role will suit you if you:</p> <ul style="list-style-type: none"> • Have an enjoyment, passion and enthusiasm for grounds and general maintenance • Have knowledge of basic ground keeping skills or are keen to learn • Have knowledge of basic maintenance tools and equipment (training to be provided) • Have the ability to recognise limitations and work within set boundaries • Have a sound knowledge of health and safety requirements • Can commit to working within the unique ethos and values of The Reader • Can work according to all volunteer policies and procedure • Can work independently • Show attention to detail
DBS required?	A DBS may be required for this role. A criminal record does not necessarily disqualify a person from volunteering with us.

Application Process	The Reader has a strong track record in delivering high quality services. Making sure that we have the right people in the right roles is an organisational priority and extends to our volunteering community. As part of the recruitment process for this role we'll invite you to a visit and possibly join a Shared Reading group, to read up on our induction documents and to complete an application form. We'll also request references. As we would with any role, paid or unpaid, we will talk to you openly about any reservations we identify that result in our decision not to offer you a place volunteering in this role.
Support and Supervision	<ul style="list-style-type: none"> • The Reader and the Facilities team
Training required	Induction and training sessions will be provided and must be completed before starting the placement. The training will comprise of half a day on site with a member of our Facilities Team.
Volunteer expenses	Travel expenses will be provided as per volunteer expenses policy.
Further information	For further information, please contact volunteer@thereader.org.uk