St Elizabeth Hospice
Volunteer Role Description

Role: Painting and Decorating Volunteer (retail premises)
Location: Retail Outlets
Staff Member Link: Maintenance Supervisor

Purpose of Role and Service
To assist with the upkeep of the hospice's retail premises, as directed by the Maintenance Team. You will be required to undertake some of the following key activities.

Key Activities
- Under the supervision of the Maintenance Team, to undertake tasks such as DIY and painting & decorating
- To drive the van with due care and attention
- To keep the van safe and secure at all times
- To report any injuries or hazards and fill in an accident form
- Adhere to St Elizabeth Hospice Health & Safety and Manual Handling Policies and Procedures and Driving at Work Guidance at all times

Organisational Responsibilities
- To work within the policies of the hospice and act within Care Standards at all times
- To uphold the hospice and individual team values at all times
- To ensure effective use of resources
- To participate in the hospice education programme and attend training courses as required
- To respect at all times the confidentiality of information covering patients, staff and volunteers
- To play an active part in the development and maintenance of good relationships with all who have business with the hospice
- To promote the hospice Philosophy of Care towards patients, relatives and visitors
- Generally to contribute towards ensuring a safe environment for all persons on the premises
- Because of the special nature of the hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care

Volunteers are required to respond positively to all reasonable instructions given by Link Members or other members of hospice staff. While volunteer suggestions and opinions are always welcomed, the responsibility for operational and strategic decisions lies with the hospice management.

Personal Qualities

Attributes	Essential/Desirable	Qualification and training to be provided
Skills and Abilities	D - Painting, decorating, carpentry, etc.	
Knowledge and Experience	E - General DIY experience	
Attitudes and Values	E - Attention to detail E - Flexible, approachable, willing to learn	
Qualifications and Training	E - Generic Manual Handling D - Qualifications in any building trade.	eLfH Modules - Roles and Responsibilities of a Volunteer, Communications for Volunteers, Health, Safety and Infection Prevention and Control for Volunteers, Data Security Awareness for Volunteers, Conflict Resolution for Volunteers, Fire Safety for Volunteers, Equality, Diversity and Human Rights for Volunteers, Moving and Assisting for Volunteers, Safeguarding Adults for Volunteers. Ihasco modules - COSHH, Driver Awareness, PPE