

Volunteer General Maintenance Assistant

How you will make a difference

CCHC provides practical, emotional and social support to those affected by cancer, who visit the Centre physically or virtually, with a holistic approach to wellbeing: Mind, Body and Spirit.

A well-presented and maintained Centre is important for health and safety, hygiene, and for welcoming visitors. You will play a key role in helping CCHC run smoothly by helping us keep up to date with maintenance tasks, thereby enabling the Centre Management Team to be available for our members.

What will you be doing?

Minor repairs to equipment, fixtures, fittings and furniture

DIY tasks as required

Ensuring foyer is clean, tidy and free of leaves

Helping management team keep the outside storage container tidy

Help manoeuvre furniture into position as required for events and activities

Other housekeeping tasks which may arise, on request of Centre Management Team.

There is an opportunity to combine this role with other Cambridge Cancer Help Centre volunteering roles if desired.

Where will you be volunteering?

You will volunteer at The Centre.

What time commitment do you need to make?

You will need to be available for approximately three hours per week to be mutually agreed with management team. The ability to be flexible to meet the varying demands of the role is desirable.

What skills and qualities will you need?

To be confident at carrying out tasks as detailed in the role description

To be willing and flexible to undertake a variety of tasks which may sometimes be prioritised by the management team

To be reliable

To be willing to work independently and /or with other volunteers and staff

To respect confidentiality

To be empathetic and sensitive in situations where you may have contact with our members.

What training and support will you be offered?

A named supervisor for regular contact.

A volunteer agreement.

An induction with an introduction to the charity, the role and our policies.

Group training refresher sessions.

An opportunity to meet other volunteers and attend volunteer meetings.

1:1 supervision meetings for longer term volunteers.

The Centre will arrange for a DBS certificate application if applicable.

Can I claim expenses?

You will be entitled to claim reimbursement of reasonable travel expenses subject to our agreed policy.

For more detail about this role, or to receive an application form, please contact Lorna Gough: contact@cambridgecancerhelpcentre.org

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