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| Role Title: | Property Maintenance Volunteer |
| Department: | Commercial |
| Responsible to: | Catering and Commercial Manager |
| Responsible for: | n/a |
| Salary: | n/a Voluntary Role |
| Hours: | n/a Voluntary Role |
| Location: | Charity Shops (Penkridge, Codsall, Leek) and The Wolseley Centre, ST17 0WT |
| Permanent/Fixed Term/Sessional: | Voluntary |

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| **Background information (job title)**  Our mission statement is:  *“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”*  A registered charity established in 1969 we are one of 46 county Wildlife Trusts throughout the UK and are supported by over 19,000 members.  The Trust owns or manages 43 nature reserves covering an area of over 1980 hectares. Our 130 staff are based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Resources, People Engagement, Conservation Delivery, Fundraising Communication and Membership & Commercial. The Trust has a diverse workforce of including site wardens, wildlife surveyors, community and education officers, catering, retail and administration.  In addition, we have the trading company which looks after the trading side of our business. This includes cafés at The Wolseley Centre and Westport Lake Visitor Centre, charity shops in Leek, Penkridge and Codsall and a retail shop in the Wolseley Centre.  We are welcoming. One of the core values of Staffordshire Wildlife Trust is that we nurture a culture of equality, inclusivity and diversity. We are welcoming to those underrepresented in our communities and we strive to listen learn and share from each other.  Staffordshire Wildlife Trust are committed to keeping children and young people safe, you can see our policy here:  <https://www.staffs-wildlife.org.uk/our-policies>  Safeguarding and protecting our visitors, customers, members, staff and volunteers is the responsibility of every trustee, employee, and volunteer at Staffordshire Wildlife Trust. |

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| Role Purpose: |
| To support the charity shops and commercial team with general maintenance at various sites. |

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| Responsibilities: |
| Main tasks  Necessity:   * Sorting stock storage in charity shops * General maintenance, for example, putting up shelves, small scale painting and decorating.   Possible:   * Any general maintenance or repair work required from time to time.   Skills and abilities you will be using in your role  **E = Essential D = Desirable**  Qualifications  N/A  Experience  **E** - Experience of general maintenance.  Knowledge  **E -** Understanding when work needs to be completed by a qualified contractor e.g. Gas Safe  Skills  **E -**Ability to follow written instructions & guidance.  **E -**Good organisational skills.  **E -**Be enthusiastic about Staffordshire Wildlife Trust and its work for wildlife.  **E -**Demonstrate a mature and professional approach to work.  **E -**Be flexible and able to work in a changing environment.  **E -**Be able to work as part of a small team.  **E -**Be process driven.  Where the role is based  The position will be based at our office headquarters at The Wolseley Centre and our charity shops in Penkridge, Leek and Codsall. Millage costs can be covered by the Trust.  Times/days we’d like you to be available (this can be flexible)  We would like someone who can commit to volunteering as and when required to suit your availability, maybe more during busy periods (to be arranged in advance).  Who you will be working with  You will be working as part of our small Commercial team and will be responsible to the Catering and Commercial Manager.  Our team members are:   Head of HR & Support Services   Catering and Commercial Manager   Shop Managers   Shop Assistant Managers   Shop Assistants  Benefits to you.   Being part of a friendly and dedicated team.   You will have the chance to build experience and knowledge of charity retail.   You will be making a difference part of Staffordshire’s largest conservation charity.  Other things to note.   This role is purely voluntary and this arrangement is not meant to be a legally binding one or  an employment contract. |