**The E C Roberts Centre**

**Job Description**

|  |  |
| --- | --- |
| **Job title:** | Handyperson |
| **Department:** | Establishment |
| **Location:** | Portsmouth |
| **Accountable to:** | Resettlement Manager |
| **Accountable for:** | N/A |
| **Salary:** | £11,793.40 per annum (£24,242 FTE) |
| **Job type:** | Part time |
| **Working hours:** | 18 hours per week |
| **Traveling:** | Yes |
| **Date issued:** | 11/04/2025 |

**Overall Aim of the Post**

1. To provide basic maintenance and DIY services across The Roberts Centre's sites.
2. Lifting and moving furniture and other objects, collecting donations and delivering to someone who needs them using the Roberts Centre Vehicle and carrying out minor repairs and installations.
3. To teach our clients basic DIY skills such as painting, wallpapering, and putting up curtain poles, blinds or shelves.
4. To supervise volunteers assisting in these tasks and ensure a safe and efficient working environment.
5. To oversee contractors when on the premises.

**General Obligations**

1. Act as a member of the Roberts Centre staff team and attend meetings as required.
2. Undertake any additional activities or training reasonably required by the Resettlement Manager.
3. Comply with all Roberts Centre Policies and Procedures.
4. Adhere to Roberts Centre policies including Equal Opportunities, Health & Safety, and Safeguarding. Stay informed of relevant legislation and ensure compliance in day-to-day work.
5. Contribute to the continuous improvement of service delivery through participation in service reviews and taking personal initiative.
6. Report any safeguarding concerns to your line manager and follow safeguarding procedures.
7. Demonstrate a commitment to safeguarding children and promoting their well-being, in line with your role.

**Details of the Job**

1. Perform basic DIY tasks such as painting, wallpapering, and small repairs within The Roberts Centre’s buildings and sites.
2. Assist with lifting, shifting, and moving deliveries and supplies as required.
3. Teach and guide others, particularly volunteers or clients, in performing basic maintenance tasks.
4. Supervise and support volunteers working alongside you, ensuring tasks are completed efficiently and safely.
5. Maintain safety standards, ensuring all tools and equipment are in good working order and used properly.
6. Ensure that all activities are carried out in compliance with Health and Safety guidelines.
7. Provide assistance with setting up and organising spaces for events or other activities that require physical maintenance.
8. Manage and maintain materials and equipment for DIY tasks, ensuring stock levels are adequate and stored securely.
9. Keep accurate records of tasks completed, materials used, and any expenditures, as required by the team.

**Person Specification**

Handyperson

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Requirements** | **Essential / Desirable (E/D)** | **How determined (Form / Interview / Reference)** |
| **Qualifications** | Experience or qualification in a building or maintenance trade | E | Form / Interview / References |
|  | Qualification in teaching basic DIY skills or a related field | D | Form / Interview / References |
| **Job Knowledge** | General knowledge of building-related trades (e.g. plumbing, carpentry, decorating, gardening) | E | Form / Interview / References |
| General knowledge of basic DIY tasks (painting, wallpapering, repairs) | E | Form / Interview / References |
| Knowledge of Health and Safety procedures | E | Form / Interview / References |
| **Experience** | Experience in a maintenance or handyperson role | E | Form / Interview / References |
| Experience in working with or supervising volunteers | D | Form / Interview / References |
| **Skills and Abilities** | Strong written and verbal communication skills | E | Form / Interview / References |
| Ability to teach and guide others, particularly volunteers | E | Interview / References |
| Ability to work independently and manage own tasks | E | Form / Interview / References |
| Ability to perform basic DIY tasks effectively | E | Form / Interview / References |
| Ability to manage and organise materials and supplies | E | Form / Interview / References |
| Ability to maintain a safe and secure working environment | E | Form / Interview / References |
| IT literacy (Word, Excel, Outlook) | D | Form / Interview |
| Ability to manage challenging situations with professionalism | E | Form / Interview / References |
| Ability to conduct PAT Testing | D | Form |
| Ability to conduct Legionella Testing | D | Form |
| Ability to maintain and change locks including keypads | D | Form |
| **Personal Qualities** | Personable, honest | E | Interview / References |
| Friendly and approachable | E | Interview / References |
| Positive and helpful attitude | E | Interview / References |
| **Circumstances** | Able to occasionally work evenings / weekends with notice | E | Form / Interview |
| Flexible and adaptable to changing circumstances | E | Interview / References |
| Ability to work independently and in collaboration with a team | E | Interview / References |
| Car driver with clean license | E | Form / Interview |

Accepted by:

Date: