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| **Role** | Volunteer Facilities Assistant |
| **Location** | Our office in Peterborough Kings Chambers, 39-41 Priestgate, Peterborough PE1 1JL  |
| **Supervisor** | IT and Facilities coordinator |
| **Hours/ commitment** | At least one half-day per week (flexible)We ask for volunteers to commit to at least 6 months and give notice of planned absences so cover can be arranged. |
| **About this volunteering opportunity**  | This position will give you the opportunity to witness and learn first-hand about the work that goes on behind the scenes to support the delivery of our services and will provide you with the opportunity to be a part of a dynamic organisation with strong guiding values and a determination to make a difference. |

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| **About the role** |
| The Volunteer Facilities Assistant will support the IT and Facilities Coordinator to ensure the smooth running of the Peterborough office and to support the delivery of high-quality services.**Building Maintenance*** Help deal with all minor repairs and maintenance requirements at our office in Peterborough.
* Ensure that the building security is maintained and that the relevant maintenance checks are performed
* Ensure the building is organised and tidy

**Health and Safety** * Ensure that Health & Safety requirements are met
* Ensure Fire Safety requirements are met, including carrying out regular checks to fire alarm, emergency lights and fire extinguishers

**General Admin*** Order and distribute stationery and other supplies
* Ensure post and other deliveries are opened and distributed to relevant staff members
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| **As one of our volunteers, we will ask you to commit to the following:**  |
| * Attendance at our induction training and completion of relevant mandatory online training
* Agree to complete an Enhanced DBS check
* Have a good line of clear communication
* Adherence to CPSL Mind’s Code of Conduct and policies and procedures
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| **Recruitment process** |
| The recruitment process involves:* Completion of application form, providing references
* Informal meeting with Peer and Volunteer Manager
* Attending induction with Peer and Volunteer Manager along with completion of relevant online mandatory training
* Additional training will be offered when it becomes available.

**NB: All volunteer opportunities are subject to satisfactory Enhanced Disclosure & Barring Service clearance. Please contact our Peer and Volunteer Manager if you need more information about this or wish to discuss any spent or unspent convictions.***We look forward to hearing from you!* |