

The Home Improvement Agency for Leeds providing a wide range of services to help older people, disabled people and people on low incomes to live in safe, warm, secure, well maintained and adapted homes.

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## Volunteering at Care and Repair Leeds

Care and Repair is the Home Improvement Agency for Leeds and has been established for 22 years. It is an independent agency with charitable status covering the whole of the Leeds Metropolitan District area.

The aim of the agency is to promote independent living for older people, disabled adults and children and people on low incomes. It achieves this by providing a wide range of cost effective, efficient client centred services, which are flexible and can be adapted to meet changing needs.

**We are looking to recruit volunteers who can commit to at least 5 hours per week carry out the following roles:**

### General Administration Duties.

These duties include photocopying, sending information out to clients, organising and sending publicity material, filing and collating information.

#### Person specification

- Experience of working in an office environment.
- Good communication and written skills.

### Imputing Data onto the Computer

This work includes putting new and updating data onto a computer database.

#### Person specification

- Ability to use Word.
- Experience of working with databases.

### Helping with Home Delivery Service

We are looking for volunteers to assist the drivers with the delivery of medical supplies and continence aids.

#### Person specification

- Friendly disposition
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- Good communications skills
- Ability to carry bulky items
- Willingness to work between 9am and 3pm.
- Minimum commitment of at least one day a week

**We are looking to recruit volunteers who can help when required for the following roles:**

### **Helping People to Move House**

The Housing Options Service helps people find and move to new homes. Often help is needed with some of the practical aspects of moving, helping with packing for example.

#### Person Specification

- Friendly disposition
- Good communication skills
- Sensitive approach to the needs of our clients

### **Publicising our Services**

Occasionally volunteers are needed to publicise new services or to promote the take up of services to our existing clients.

#### Personal Specification

- Good communication skills
- Friendly and effective telephone manner
- Skills to promote services

### **Management Committee Members**

The management committee is responsible for the overall purpose and direction of the agency and is ultimately accountable for its activities. It meets once every three months on Friday afternoons and we are looking for volunteers who have relevant experience to become committee members.

#### Person specification

- An understanding of Care and Repair and the services we provide.
- Support of the vision and aims of the agency
- Experience of volunteering or working in a similar organisation

### **Treasurer to the Management Committee**

We have a vacancy for a Treasurer on the management committee. The overall role of the Treasurer is to maintain an overview of the organisation's financial status and to ensure that proper financial records and procedures are maintained. In addition to attending the Management Committee meetings, the Treasurer attends monthly Finance and Funding sub committee meetings.

#### Person Specification

- Experience of financial control and budgeting
- Ability to present the accounts at the Annual General Meeting
- Good communication and interpersonal skills

## **Training**

The following training will be offered to volunteers

- Induction Training – to give a general understanding of Care and Repair, the service we provide and our policies and procedures.
- Training specific to the volunteering role - to enable the volunteer to carry out specific tasks.
- Any other training from outside the agency thought to be appropriate to the volunteering role.

## **Support and Supervision**

All volunteers will be offered support and supervision appropriate to their role.

## **Expenses**

Care and Repair will refund any agreed expenses incurred when fulfilling the volunteering role.

## **Appointment of Volunteers**

If you are interested in becoming a volunteer at Care and Repair will you complete the enclosed application form.

You will then be invited in to have an informal meeting. This will give you an opportunity to find out more about Care and Repair and for us find out more about you and whether there is a role that you could fill.

## **Criminal Records Bureau (CRB) Check**

All volunteer workers are required to have a CRB check before being appointed.