**Volunteer Job Description**

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| **Job Title**  Ground Worker Volunteer | |
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| **Department**  Facilities & Estates | **Team** |
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| **Reports to (Job Title)**  Facilities & Estates Manager | |
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| **Responsible for:**  0 | **Job Grade** |
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| **Location**  YMCA North Staffordshire Property Portfolio | **Contract Type** |

YMCA is a Christian organisation, committed to Equality and Diversity in the Work Place YMCA is committed to the safeguarding of children, young people and vulnerable adults.

**Job Purpose (outcome)**

To maintain, the external grounds of the campus in a clean and tidy condition  up to the desired standard set by the Facilities and Estates manager. To use power tools to cut grans and keep grounds in good order. to sweep and wash all hardstanding’s and to work with in the maintenance and wider teams of the YMCA organisation. To uphold and maintain the Christian values and ethos of YMCA.

**Duties and responsibilities**

* Comply fully at all times with YMCA North Staffordshire’s policies and procedures relating to Safeguarding, Equality and Diversity, Professional Boundaries, and Health and Safety and to undertake training in these areas when required.
* Take part in any core training that is required to fulfil the post and the organisations duty to remain compliant.
* Use petrol/ powered mower to cut grassed areas
* To use petrol/powered strimmer
* Use jest washer
* Use hand tools
* Maintain and safe working environment as to keep yourself and other from harm or accident
* Clean up after works have been completed.
* Maintain client confidentiality
* Undertake such other duties as may reasonably be required

**Person Specification**

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| Knowledge |
| * NVQ or equivalent up to level two in ground work. * To be able to demonstrate that you are able to use powered tools in a safe manor not putting yourself or others under risk. |
| Experience |
| * Maintaining confidentiality * Working as part of a team and highlighting any work that needs to be done by team member * Effective communication skills. * Minimum of three years’ experience as a grounds person.  (Desirable) |
| Skills & Experience |
| * Excellent communication skills * Self-motivated and proactive, able to troubleshoot * Able to work flexibly * Interpersonal skills * Excellent customer care skill * Ability to carry out audits and maintain stock control * Able to learn new skills quickly * Able to work unsupervised |