**Volunteer Job Description**

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| **Job Title**  Painter & Decorator Volunteer | |
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| **Department**  Facilities and Estates | **Team** |
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| **Reports to (Job Title)**  Facilities and Estates Manager | |
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| **Responsible for:**  0 | **Job Grade** |
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| **Location**  YMCA North Staffordshire property | **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 and keep painted finishes in good repair up to the desired standard set by the Facilities and Estates manager, to work with in the maintenance and wider teams of the YMCA organisation. To uphold and maintain the Christian values and ethos of the YMCA.

**Duties and responsibilities**

**Purpose of job**

* Comply fully at all times with the YMCA'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.
* To carry out preparation works to ‘make good’ prior to commencing decoration.
* To apply correct paint finishes to walls and wood work.
* 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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| Essential |
| Knowledge |
| * NVQ or equivalent up to level two in painting and decorating |
| Relevant Experience |
| * Maintaining confidentiality * Working as part of a team and highlighting any work that needs to be done by team member * Effective communication skills. * Experience as a decorating e.g. painting, wall papering. |
| Skills and Ability |
| * 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 |