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| **Volunteer Recruitment Request Form** | |
| **Placement Title/Role:** | Home repair and maintenance volunteers |
| **Date of Request:** | April 2022 |
| **Request made by:** | Natalie Giles |
| **Service/Group:** | Home Turf Lettings |
| **Expenses chargeable?** | Y/N and which project fund? |
| **PLACEMENT DETAILS** | |
| Details of opportunity –please describe the role and what is expected from the volunteers: | **Overall purpose of role:**  To work with HTL property management team to ensure properties are well maintained inside and outside.  **Key responsibilities:**   * Perform repairs, maintenance that have been identified by the HTL team e.g. painting, wallpapering, carpeting, filling holes, fixing door knobs, fixing basic issues depending on the skills of the volunteer. * The volunteer is not required to perform electrical or plumbing unless qualified to do so. * Supplies will be provided by HTL. |
| Profile of clients the role will be working with (e.g. descriptions of clients facing, or “internal staff members” if not client-facing): | Volunteers will need to liaise with tenants whilst they are on the property. |
| Promotional Blurb (optional to attract the right kinds of volunteers): | Are you handy with home repairs and would like to use those skills to help others? Do you have tools that you’d be willing to use to help others? Are you interested in supporting people who have struggled with drug or alcohol dependency to make positive changes to their lives? Then this is an opportunity for you. DHI is looking for volunteers to perform basic home repairs to help maintain DHI properties used by DHI clients. |
| Time commitments: | Ideally one day a week covering a number of properties, but could also be one day a month, or as needed to take care of one or more properties depending on your availability and flexibility. |
| Do you require volunteers to work on certain days or is this flexible: | Flexible |
| Location of role: | Various properties in Bath and Bristol area. |
| Other useful information: |  |
| **VOLUNTEER PROFILE** | |
| Professional qualifications or experience REQUIRED: | Experience with basic home repairs e.g. painting, decorating, basic repairs. |
| Professional qualifications or experience DESIRABLE: | Could have electrical or plumbing qualifications but not essential. |
| Soft Skills REQUIRED: | Fit with DHI Values (Self-Direction, Stimulation, Zest for Life and Flexibility).  Plus: Non-judgemental attitudes |
| Is this role suitable for “youth” volunteers who are aged 18 or under?: | Yes |
| If you have a specific age range for this role, please state what it is and why: | No specific age range. |
| Is this role suitable for volunteers with disabilities? What support is available for volunteers with disabilities? Name the support e.g. sign language, physical accessibility, equipment for visually impaired? If not suitable for PWD please provide details about why: | Probably not suitable for people with accessibility/mobility issues as it requires physical labour in some cases e.g. painting or wallpapering.  Probably not suitable for people with visual impairments. But could be suitable for people with hearing impairments. |
| Any other useful information: | Volunteer will need to provide their own tools and have the ability to transport them to the location(s) agreed e.g. ladders and basic toolbox. |
| **VOLUNTEER SUPPORT/BENEFITS** | |
| Do you provide volunteer induction training – if so provide details: | Yes, standard one-day induction. |
| Do you provide any other training: |  |
| What support is offered to volunteers e.g. who is their direct supervisor, where can support come from; type of support; frequency of support: | Will be assigned. If a lot of interest we may recruit a volunteer co-ordinator to lead on scheduling etc. |
| Confirm what out of pocket expenses will be paid: | Cost of previously agreed materials such as paint, brushes, wallpaper etc |
| What insurance cover is provided?: | DHI professional indemnity insurance |
| Other support or benefits?: |  |
| **RECRUITMENT PROCESS AND TIMING** | |
| How many volunteers do you hope to recruit for this role: | As many as we can |
| Any recommendations for recruitment strategies e.g. “Basic”,“Standard”, “Specialist” and/or “Physical” | *Standard websites, posters in B & Q, Home base and other home centres (do we have funds that could cover the costs?) plus potential for corporate partnership/employee volunteering scheme.* |
| Confirm post warrants an “enhanced DBS check” e.g. will be client facing? (Otherwise standard DBS check basic requirement for all volunteers even if HQ/Admin based). | All DHI vols require enhanced DBS checks. |
| Do you have a specific start date you would like to work towards or is this an ongoing process e.g. semi-permanent advert on our website and you can accept volunteer applications at any time?: | Ongoing need. |
| **ANY OTHER INFORMATION?** | |
| Is there any other information we should be aware of? | The volunteers performing these kinds of roles would likely be managed in the same way that the “gardening” volunteers are managed. |