



Volunteer role description

About Freeva

Freeva is an independent charity dedicated to supporting victims of domestic abuse and sexual violence in Leicestershire and surrounding areas. We provide specialist services to help any adults and young people cope and recover, to live free from violence and abuse and ensure their voices are heard. We also provide programmes for adults and young people who want to address their abusive behaviours.

Volunteers are a vital part of our mission. Help us to us to empower and support victims, challenge abusive behaviours, break the cycle of violence and build cohesive communities. We have various roles in helpline, fundraising and community engagement, project support and training.

Role details

Role	Handyperson (x2)
Service	Office Management
Purpose of the role	To support the charity by carrying out small repairs and maintenance tasks around the office, helping us to maintain a safe, welcoming and well-kept environment for staff, volunteers and service users.
Supported by	The Office Manager
Commitment	This is an ad hoc role to be on hand for small practical tasks so the time commitment will vary. It could be around 4 hours a month within office hours of 9 – 5. We will work around your schedule.
How we keep you and our service users safe	<ul style="list-style-type: none">• Freeva will arrange for you to have an Enhanced DBS check before you start• We will ask you for two references

	<ul style="list-style-type: none"> If you have used a Freeva service or have experienced domestic abuse or sexual violence, we ask that you wait a minimum of 2 years before volunteering with us
Age requirement	18 or over
Location	Office based location near to Leicester city centre & Leicester University campus.
Expenses	Travel and other out-of-pocket expenses can be reimbursed to volunteers.
Likely tasks & activities	<p>You might be asked to help with the following:</p> <ul style="list-style-type: none"> Carrying out minor repairs (e.g. office or bathroom fixtures and fittings, basic DIY tasks) Building flat pack furniture Occasional wall painting Moving stock from our basement Taking broken furniture to a recycling centre Putting up shelves or pictures Installing energy efficient lightbulbs Light gardening tasks (e.g. tidying outdoor areas, clearing paths) Advising the office manager when jobs may require professional contractors Other ad hoc small practical tasks <p>Access to your own tools would be ideal but not essential.</p> <p>If there's something on the list you do not wish to do, don't worry, you won't be expected to say yes to a task you are not available for or does not suit your skillset.</p> <p>The role is likely to be fairly physical and may involve lifting, using a ladder or navigating stairs.</p>
Experience, skills & attributes desired	<ul style="list-style-type: none"> Practical DIY skills e.g. plumbing, carpentry, painting Tool proficiency The ability to problem-solve Good communication skills Physically able to perform manual tasks A strong understanding of health and safety regulations The ability to operate with a high degree of confidentiality

	<ul style="list-style-type: none"> • Willingness to operate within an organisation that supports both those affected by domestic abuse and those who have used abusive behaviours. • An understanding of and alignment with Freeva's values.
Training and support	<ul style="list-style-type: none"> • You'll be given a thorough induction to Freeva and our various services • You'll complete a suite of foundational e-learning modules • You'll be given ongoing support
What you will get out of the experience	<ul style="list-style-type: none"> • Be part of a team that is passionate about making a difference to the lives of people affected by domestic and/or sexual abuse • The chance to contribute to meaningful change • Valuable work experience • The chance to socialise and get to know other volunteers
How to apply & what to expect	<ol style="list-style-type: none"> 1. Fill in the online volunteer application form 2. You may be invited to an informal telephone chat 3. You may be invited to attend a volunteer interview <p>Our volunteer application process is robust due to the sensitive nature of the roles we offer.</p>
Contact	<p>If you have any questions or would like to know how the role could be adapted to suit you, please email the Volunteer Co-ordinator: volunteering@freeva.org.uk</p> <p>We can arrange a telephone chat if you would like to discuss the role in more depth.</p>

eLearning modules for this role

1. Equality, Diversity & Inclusion
2. Mental Health Awareness
3. Health & Safety Awareness
4. Lone Working
5. Managing Infection in the Workplace
6. Manual Handling Awareness
7. Handling Violence and Aggression
8. Environmental Awareness
9. Fire Extinguisher Use