

Volunteer Role Profile

Volunteer Role: Maintenance team volunteer

Volunteer reports to: Jim Everett - maintenance lead (*and works with the Grants & Fundraising Officer*)

Why we want you

- To help steward and care for the church buildings and facilities
- To ensure our church spaces are safe, well-maintained and welcoming for all who use them
- To support the smooth running of church, community and coffee shop activities
- To help protect and enhance church assets through timely maintenance and repairs
- To support improvement projects through grant-funded works where appropriate

What you will be doing

- Carrying out basic maintenance and DIY tasks across church buildings and grounds
- Identifying maintenance issues and taking ownership to see them resolved
- Undertaking routine checks and preventative maintenance where required
- Responding to ad-hoc maintenance needs as they arise
- Assisting with emergency maintenance tasks when required (where reasonably possible)

The following skills and tasks are part of the role – please let the team leader if there is anything that you aren't able to or don't want to carry out.

- Cutting lawns (ideally you need your own mower and be able to remove grass cuttings)
- General grounds maintenance, weeding, clearing brambles
- Painting/decorating at low levels and off a small step/platform. (no working at height)
- General construction and carpentry work

You will not be expected to do any of the following:

- Electrical work of any type
- Plumbing

- Any work at height or on roofs
- Major building projects
- Working with the Grants & Fundraising Officer to:
 - Identify suitable grant funding opportunities for maintenance or improvement works
 - Obtain quotes from contractors or suppliers
 - Provide basic information or evidence to support grant applications
- Liaising with contractors and suppliers where appropriate
- Always following agreed risk assessments and safe working practices
- Operating within the values of Four Oaks Baptist Church, reflecting Christ in all you do within your role

The qualities and skills you need

- A basic understanding of general maintenance and DIY tasks
- A willingness to learn new skills and develop confidence in new areas
- Ability to take ownership of tasks and see them through to completion
- Good problem-solving skills and a practical, proactive approach
- Ability to work independently and as part of a wider team
- Good communication skills, particularly when working with staff, volunteers and contractors
- A sensible and responsible attitude towards health and safety
- Flexibility to assist with urgent or emergency maintenance when needed

What's in it for you

- A sense of achievement from caring for and improving church facilities
- Opportunity to learn new practical and organisational skills
- Increased confidence through hands-on experience and responsibility
- Being part of a supportive and appreciative team
- The opportunity to serve your church and wider community using your skills
- Playing a practical role in supporting the mission and vision of Four Oaks Baptist Church

Training, guidance and ongoing support will be provided, and all work will be undertaken within agreed boundaries and safety guidance.