Volunteer Role: Handyperson and Building Support

Purpose

This is an ideal opportunity for a dependable and locally based person who enjoys practical tasks and wants to contribute to the community in a flexible, hands-on role. We are seeking a volunteer with competent DIY skills to help with the general upkeep and maintenance of our buildings, as well as to assist with occasional opening and closing for events.

What's involved?

This role involves three main areas. Please indicate in your application which area(s) you are interested in.

Building maintenance and DIY tasks:

- Perform basic repairs, such as fixing a loose hinge, a dripping tap, filling screw holes or patching a small area of plaster.
- Undertake small decorating jobs like touch-up painting and preparing surfaces.
- Replace light bulbs, assemble flat-pack furniture or put up shelves.
- Assist with preparing the Museum galleries for new exhibitions.

Building access support:

- Manage occasional, pre-arranged opening and closing of the building for events and activities.
- Act as a keyholder to grant access to other volunteers or contractors when necessary.
- General assistance: Help with moving and setting up furniture for events and meetings.

IT skills (desirable):

- Add users to the email domain, assign licences as necessary.
- Provide occasional, simple tech support to other volunteers (e.g., helping them connect to the Wi-Fi or use a printer).
- Help with updating inventory records, documentation or logging maintenance tasks on a computer.

What skills or experience will you need?

- Preferably a locally based retired or semi-retired resident: We require someone living nearby who can respond to occasional requests in a timely manner.
- DIY proficiency: You should be comfortable and competent with a variety of basic repair and maintenance tasks.
- Trustworthy and reliable: Given the building keyholding responsibilities, reliability and a sense of responsibility are essential.
- Flexible and adaptable: The role is varied, and we would appreciate someone who is happy to help with different activities as needs arise.
- Friendly and approachable: You will be interacting with contractors, other volunteers and staff, so a cheerful, positive outlook is important.
- IT knowledge (a bonus): An aptitude for basic IT tasks is a plus but not required.

What's in it for you?

- Make a tangible difference by helping to support a key community asset.
- Enjoy the social aspect of being part of a friendly, local team.
- Use your practical skills and knowledge in a new, rewarding environment.
- The schedule is flexible and can be arranged around your personal commitments.
- Support: You will have a named point of contact who will provide support and guidance.
- Expenses: Reasonable travel and out-of-pocket expenses will be covered.

How much time do you need to give?

Flexible hours, based on your availability and the ad hoc nature of the tasks. This may be a few hours a week or a regular commitment depending on your preference.

Location

West House & Heath Robinson Museum, Pinner Memorial Park, West End Lane, Pinner, HA5 1AE

Contact

Lucy Smith, Museum Manager, Heath Robinson Museum, Pinner Memorial Park, West End Lane, Pinner, HA5 1AE E: manager@heathrobinsonmuseum.org T: 020 8866 8420