

Carpenter

Role Title	Carpenter
Location of Position	Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU
Responsible to	Events team
Purpose/ summary of role	To provide support to the events team at Havering, Barking and Dagenham Mind.
Description of tasks	<ul style="list-style-type: none"> • Taking measurements and preparing the area for woodwork • Aiding in the designing and building of the Christmasland attraction • Liaise with the events team for any building needs • Aiding in the sourcing and purchasing of materials needed for builds • Assessing and reviewing any additional carpentry needs in the building • Ability to measure and cut the materials for what is required by the event team • Collaborate with other volunteers in the construction of displays • Be available for running repairs if needed during the events • You may be asked for adhoc requests
Time commitment	A minimum of 2 hours per week, covering a regular time slot if possible. If you are able and would like to commit more time, please indicate this on your form.
Qualities & Skills	<ul style="list-style-type: none"> • Good people skills • Confident using the computer – Word, Excel, Outlook • Good communication skills • Confident to ask for help when needed • Empathetic, compassionate and understanding • Non-Judgemental • Attention to detail • Able to multitask, prioritise tasks and meet deadlines • Woodworking and joinery skills • Able to take own initiative • Work safely and adhere to all organisational guidelines • Have use of tools to help in building (there will be some available on site to assist)

<p>Training & Support</p>	<p>We offer a ‘Welcome to Mind’ volunteer induction, which includes topics such as communication, confidentiality and boundaries as well as Health and Safety. There will be opportunities to access further training.</p> <p>You will receive a welcome pack as well as induction documentation and training. You will also have a quarterly meeting with your volunteer mentor. The Volunteer Engagement Coordinator will also be available for regular support, advice and guidance. As well as giving regular organisational updates to you.</p> <p>Within your induction you will be asked to complete some online training modules as well as any further training for the role. You will also be required to get a DBS for the position but this will be done with the Volunteer Engagement Coordinator before you start volunteering with us.</p>
<p>Reimbursement of Expenses</p>	<p>We can cover some of the expenses which you may incur while you are volunteering with us. Please ask for further details.</p>
<p>Benefits of being a Volunteer</p>	<p>Volunteering with Mind Havering, Barking & Dagenham can be a rewarding experience and a feeling of being able to do something for someone else, develop your skills, learn new skills and meet new people. It can also help you to gain a sense of pride and build your self-esteem, becoming more confident, widening your network and feeling valued by our staff and those who are accessing our services.</p>
<p>Volunteer Engagement Coordinator contact information</p>	<p>Volunteer Engagement & Data Officer Harrow Lodge House, Harrow Lodge Park, Hornchurch Road, Hornchurch, Essex, RM11 1JU volunteering@haveringmind.org.uk</p>