

**Volunteer Role:** DIY/ Handy Person/ Gardener

**Responsible to:** Office Co-ordinator

**Hours:** 2 hours per week/ Dependent on need

**Location:** The lowdown – 3 Kingswell Street, Northampton NN1 1PP

### **Introduction to the organisation:**

The lowdown offers free and confidential support counselling, sexual health, information, and LGBTQ social support services in Northampton town centre. Established in 1989 the lowdown works to prevent and relieve the distress of children and young people aged 12-25 caused by mental or physical ill health or socio-economic circumstances regardless of ethnicity, gender, religion, ability, sexuality, economic condition or perceived disadvantage. Our Counselling support is person centred and they can talk to us about any issue including depression, self-harm, anger, bereavement or stress & Anxiety. In our Sexual health service, we offer free pregnancy testing and chlamydia tests, condoms, and we have a nurse available on certain days offering ongoing and emergency contraception. In 2012 we set up our LGBTQ support services geared towards young people who identify as Lesbian, Gay, Bisexual or Transgender, or have questions about their gender or sexuality. These services include a weekly support and social group and helpline for young people aged 13-18 years –the Out There group-, a group for young people aged 18-25 years –Out There Plus- and one for parents/carers of young LGBTQ people. Our services are young person friendly and available 6 days per week.

### **Purpose of the role:**

To help within the organisation to make the facilities and building a better place for young people, volunteers and staff to be by offering DIY and gardening expertise or knowledge.

Currently there are a few tasks/projects to complete and will need 2 hours per week. Ongoing this may be at a needs basis.

### **Key Responsibilities:**

For general repairs and maintenance which may include

- Putting up shelves/pictures
- Repairing Draws
- Putting up blinds
- Sweeping the garden and general tidy up
- Replacing bulbs etc

### **Person Specification:**

#### **ESSENTIAL**

- Good DIY skills
- Knowledge of DIY
- Trustworthy

- Personable
- Ability to work using own initiative

### **DESIRABLE**

- Having own tools to perform tasks

**If you are interested in this role, please contact our admin team at [admin@thelowdown.info](mailto:admin@thelowdown.info) for an application form or call 01604 634385 for more information.**

## Schedule of work

- **Training session times**

The times for the session(s) are: (input the times here)

- **Description of the training session:**

The session (insert title here) is for volunteers/staff/LGBTQ Out There group members (delete as necessary)

- **Venue**

The session will take place at:

The Lowdown, 3 Kingswell Street, off Gold Street, Northampton, NN1 1PP

(if using another venue please insert address here)

- **Logistical requirements for the training session**

Please tick as needed

A laptop, projector and a screen for projecting onto.

Flipchart, paper and markers.

Tables for participants to work in groups

Sound facilities for video

Cards and markers for participants

Other (please specify)

- **Numbers of participants**

The training sessions is designed for (insert number) participants.

- **Evaluation of the training**

The agreed evaluation form will be delivered at the end of the session.

- **Delegate Information (tick as necessary)**

The training session is aimed at professionals working with children and young people/ LGBTQ young people/ trans young people (delete as required) as volunteers/staff of our services.

The training session is aimed at LGBTQ young people/ trans young people (delete as required) as clients of our services.

The training session is aimed at parents and carers of LGBTQ young people/ trans young people (delete as required) as clients of our services.

- **Accessibility**

-(insert number) of the trainees has the following access needs (large print, mobility limitations, hearing needs, other)

-The trainer has the following access requirements (please list)

- **Contact(s) for the Day**

The main contact at the lowdown for the day will be: (please insert name and contact details here).

- **Invoicing**

The agreed total fee for the session(s) is £ (insert figure here) plus travel expenses (if applicable) to be invoiced after the successful delivery of the session.

The lowdown requires providers to submit an invoice. Please send it to [admin@thelowdown.info](mailto:admin@thelowdown.info)