



**Role Title:** Volunteer Maintenance Assistant  
**Responsible To:** Director of Operations  
**Hours:** 3 to 10 hours a week  
**Location:** West Farleigh, Maidstone, Kent

### **Background**

Dandelion Time transforms the lives of traumatised children in Kent. Our therapeutic approach is family based, embedded in nature with a range of activities that engage head, heart and hands. This nurturing farm environment allows children to build self-belief, strengthen relationships and develop the skills and aspirations for a brighter future.

### **Role Outline**

The Maintenance Volunteer will be assisting the Site Facilities Coordinator in performing a routine schedule of tasks and ad-hoc maintenance projects.

### **Main Responsibilities**

- To carry out general maintenance work within Dandelion Time offices and therapeutic spaces as well as maintenance of the agricultural vehicles / equipment, for example, tractor, ride-on mower, strimmer's
- To be prepared to use vehicles / equipment and understand the operating of them (after appropriate training has been given)
- To ensure safety and security of the site, including repairing fences and gates as appropriate
- To undertake other general tasks as instructed by the Facilities Team
- To work in compliance with Dandelion Time's Health and Safety Policy at all times

### **Skills and Competencies**

You will be self-motivated and enthusiastic and able to work on your own and as part of a team  
You will be able to work in a clean and tidy manner, with Health and Safety in mind at all times  
You will be able to work around other people, including vulnerable families at times  
You will be honest, trustworthy and reliable  
You will be fit and in good health, be able to lift, climb ladders and work at height or in confined spaces  
You may have experience in a trade, such as carpentry, plumbing, mechanical engineering

### **Other requirements of the post**

Dandelion Time require all staff and volunteers to have a current Enhanced DBS check (to be organized by the Volunteer Coordinator).