



## Role Description

Position title:	Gardening or Maintenance Volunteer	Position reports to:	<i>Parish Priest</i>
Positions reporting to this one:	None	Other key relationships:	Parish Pastoral Associate, Parish Pastoral Council
Position Purpose:	The role of the Gardening or Maintenance Volunteer is to ensure the gardens, grounds and buildings of the parish are attractive, safe and well maintained.		
Qualifications and experience:	<ul style="list-style-type: none"> <li>• Gardening volunteers should have gardening skills or be willing to learn.</li> <li>• Formal qualifications and experience as an electrician, plumber, builder, or related trade will be essential for some maintenance tasks.</li> <li>• No formal qualifications but extensive experience may be sufficient for other maintenance tasks.</li> <li>• No qualifications or experience but a willingness to learn and to work alongside a qualified / experience volunteer may be appropriate for some maintenance tasks.</li> </ul>		
Training:	<ul style="list-style-type: none"> <li>• All volunteers must complete the Safeguarding Essentials online training module on an annual basis.</li> <li>• Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years.</li> <li>• Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules.</li> <li>• Other training as directed.</li> </ul>		
Conditions:	<ul style="list-style-type: none"> <li>• This is a volunteer role.</li> <li>• Expected commitment is 1-4 hours every quarter.</li> <li>• Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration.</li> <li>• Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check.</li> <li>• Must apply for a Police Check or provide a recent Police Check if applicable.</li> </ul>		

### Skills and attributes:

- Commitment to the safety of children, young people and vulnerable people
- Motivated to work within the Catholic Church environment and a strong commitment to its values.
- Honesty and integrity
- Reliability

**Skills and attributes:**

- Responsibility
- Willingness to work collaboratively as part of a team
- Planned and organised
- Willingness to participate in learning opportunities e.g. induction, training and development
- Able to communicate effectively and respectfully with others
- Flexible and adaptable
- Respect confidentiality and privacy

**Key Results Areas:**

Gardening

**Key Duties:**

- Mowing lawns.
- Weeding garden beds.
- Planting new flowers, shrubs or trees.
- Watering gardens or lawns.

Maintenance

Is not limited to but may include:

- Painting.
- Minor building works.
- Concreting.
- Plumbing,
- Repairing broken furniture, doors or windows.

Training

- As required, trains new volunteers.