

# Volunteer Role Description

## Upcycling Assistant (furniture and/or textiles)

### Purpose of Role

The expectation is that any person filling this role will support the anti-poverty work of SCRATCH by mending/refurbishing/upcycling items of furniture or household items or undertaking projects in our Textiles Workshop. This is a new and evolving project, creativity is encouraged!

### Key Tasks (NB. Not all volunteers will be involved with all tasks)

- To support the rest of the team in delivering a high standard of service to meet the aims and objectives of the project.
- Learn how to use various upcycling techniques to add value to items
- Liaise with the Furniture Manager/Volunteer Manager to agree tasks for day/session.
- Identify and agree on items on mezzanine floor area for upcycling to be sold on, or items that require moderate improvement to be added to stock for the Dorcas furniture project.
- Make improvements/small repairs to furniture as agreed with Furniture Manager
- Create textile products as agreed eg, bags, cushions....
- Tidy away and leave your work area clean and tidy. Ensure all Health and Safety procedures are followed
- Ensure all equipment/tools are in good working order, cleaned and returned to secure store after use. Report any defects or shortages to Furniture Manager.
- Use boxes/bins provided to keep any items (except tools!) that you will need for your next session. Store in the “work in progress” area.
- Help ensure that there is good communication between all volunteers and staff, including office staff.
- Check that all fire escapes are opened and ensure kept clear.
- Help keep outside areas tidy and rubbish-free.
- Maintain volunteer and staff confidentiality at all times
- Attend meetings as requested with other volunteers and members of the SCRATCH staff team.
- Attend any training as agreed with line manager

### General Responsibilities

- Comply with SCRATCH’s volunteering policies at all times - including **Health and Safety, Confidentiality, Equality & Diversity** and **Smoke-Free policy**.
- Wear/use appropriate Personal Protective Clothing/equipment at all times

## **Time Commitment**

Minimum one shift a week would be ideal (eg, 10am – 2pm)  
The SCRATCH warehouse is open Monday to Friday, 8.30am – 4pm.

## **Location**

The post is based at SCRATCH, Unit 33, Mount Pleasant Industrial Estate, Mount Pleasant Road, Southampton, SO14 0SP  
Tel: 02380 773132

## **Expenses**

Reimbursement of out of pocket travel expenses between home and volunteering location, and other reasonable expenses as agreed with line manager

## **Supervision & Support**

Provided by Furniture Manager, Ian Dowdell, Senior Manager, Mike Smith or Volunteer Manager, Annie Knight.

## **Who are we looking for?**

We are looking for people who are committed to proactively supporting the work of SCRATCH and who share its aims and values. We want people of any age and background. You must have a sensitive and mature attitude and the ability to work on your own initiative. Previous experience of upcycling is desirable. Willingness to attend support sessions and agreed training is essential.