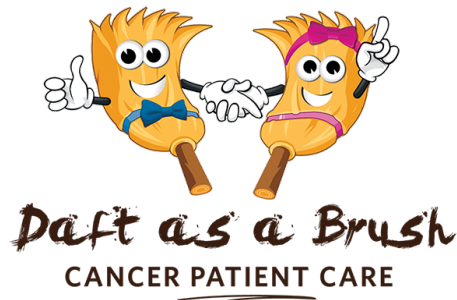




Volunteer Role Description & Person Specification

Role Title: General Help Volunteer

Reports to: Volunteer Manager (or nominated staff contact)

Location: Daft as a Brush (DAAB) House, vehicles, garden, or wherever help is needed

Time commitment: Flexible; typically a few hours per week, depending on availability and tasks

Expenses: Out-of-pocket expenses reimbursed in line with DAAB policy

Checks: Reference (no DBS required)

Why this role matters (the “job purpose” bit)

No two days are the same at Daft as a Brush! Our General Help volunteers are the adaptable all-rounders who keep things running smoothly, whether it's lending a hand in the office, helping with vehicles, or giving the garden a tidy. If you're happy to roll with whatever the day brings, enjoy variety, and don't mind swapping a pen for a trowel (or vice versa), this is the role for you.

What you'll do (key responsibilities)

Office support

- Help with basic admin tasks, filing, photocopying, sorting post, keeping communal areas tidy.
- Restock supplies (tea bags, printer paper, biscuits—priorities!).
- Assist with mail-outs, event prep, or answering the phone if needed.

Vehicle support

- Help keep vehicles clean and ready for action (inside and out).
- Check stock of leaflets, supplies, and equipment in vehicles.
- Assist with simple checks (fuel, tyres, windscreen wash—no mechanical expertise required).

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Garden & outdoor help

- Lend a hand with weeding, planting, watering, and general garden tidying.
- Sweep paths, tidy outdoor areas, and help keep the grounds welcoming.

General flexibility

- Be willing to pitch in wherever help is needed, sometimes you'll be indoors, sometimes outdoors, sometimes both in one day!
 - Take on ad hoc tasks as they arise, with a positive attitude and a sense of humour.
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Person Specification

Essential (must-haves)

- Willingness to be flexible and try new tasks.
- Friendly, approachable, and happy to work as part of a team.
- Reliable and punctual.
- Positive attitude, able to "roll with it" and not fazed by changing plans.
- Commitment to DAAB's values and safeguarding policies.

Desirable (nice-to-haves)

- Experience in office, garden, or vehicle tasks (but enthusiasm is just as valuable).
 - Practical skills—DIY, gardening, cleaning, or admin.
 - Sense of humour and a love of variety.
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What you'll gain

- A warm, supportive team; induction and ongoing training.
 - New friends, new skills, and a chance to make a real impact.
 - The satisfaction of supporting a much-loved charity (plus the occasional free biscuit).
 - Reimbursed expenses in line with policy.
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Practical bits

- **Induction & training:** Basics for office, vehicle, and garden tasks; DAAB policies.
- **Supervision:** Regular check-ins with your supervisor and open door support from the team.
- **Accessibility:** We'll make reasonable adjustments, please tell us what you need to volunteer comfortably.
- **How to apply:** Complete the online application, clearly stating the role you are applying for.

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