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| **Emmaus Village Carlton – Maintenance Assistant** |

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| About the opportunity |

We are looking for a Maintenance Assistant Volunteer to assist our Site & Reuse Manager assisting with the day to day maintenance of Emmaus Village Carlton buildings and grounds. You will work alongside companions supporting their training and development whilst actively contributing and supporting the overall business aims and objectives of Emmaus Village Carlton.

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| About Emmaus Village Carlton |

EVC is a forward-thinking charity based in north Bedfordshire offering support to formerly homeless people. We offer Companions [our Residents] a home, as well as meaningful work in one of our social enterprises. EVC is linked to an international charity but operates independently.

We're located [on the outskirts of the village of Carlton](https://www.emmaus.org.uk/village_carlton/visit_us) - 10 miles from Bedford and on the border of Northamptonshire and Buckinghamshire, less than 20 miles from Milton Keynes.

The Community (site) consists of a Bistro, and a range of shops that gives visitors the chance to browse, shop, eat drink and relax – all in the peaceful surroundings of the lovely Bedfordshire countryside.

To Emmaus, Volunteers are an essential resource and make a vital contribution to Emmaus’ commitment to help disadvantaged people. At Emmaus, loyalty to our Companions, Volunteers and ensuring loyalty from our customers will never not be a priority!

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| More information |

Ideal Skills

* Reasonably fit with the ability to work flexibly and use own initiative as well as working as part of a team.
* Experience of carrying out basic maintenance either professionally or personally.

Role could include:

* Repair of fixtures and fittings (curtain rails, door handles, door locks etc.)
* Care of drains, roof guttering and plant on site
* Painting and decorating (internal and external)
* First and second fix of timber work
* Some basic domestic plumbing
* Replacing light fixtures and other electrical fittings
* General repairs as required

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| What are we looking for? |

Ideally we need someone who can commit to a minimum of 4 hours per week

An enhanced DBS check will be required.

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| Contact information |

Name: Barbara Fitzgerald - Retail Manager

Phone: 01234 720826

Email: [barbarafitzgerald@emmausvc.org](mailto:barbarafitzgerald@emmausvc.org)

Website: [www.emmaus.org.uk/village-carlton/](http://www.emmaus.org.uk/village-carlton/)

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