

**VOLUNTEER ROLE DESCRIPTION**

<b>Role Title</b>	Volunteer Portable Appliance Tester (PAT)
<b>Department/Shop</b>	Donation Centre
<b>Location</b>	Angora Business Park, Peartree Road, Stanway Colchester
<b>Reporting To</b>	Donation Centre manager

**Volunteering at St Helena**

**We ask that all volunteers are sympathetic to and be able to project the philosophy, vision and values of St Helena.**

**The benefits of being a St Helena volunteer include:**

- The opportunity to develop new and existing skills and gain experience in the workplace
- The opportunity to make new friends with your peers and local communities
- The satisfaction of knowing you are making a difference to people facing incurable illness or bereavement
- Full support of a specified line manager within a dedicated team
- Volunteering has been proven to help improve mental health and wellbeing and is therapeutic by keeping you active
- Regular news and updates about what's happening at St Helena so you feel part of the team
- Gives you a sense of purpose – the feel good factor!

**Role summary**

This role will suit a qualified or certified person with the relevant skills, technical knowledge and experience in PAT testing. To apply for this role, you must hold the required certification in PAT testing (valid within the last three years) and be able to provide evidence of this.

St Helena regularly receives donated electrical items from members of the public, however before they can be resold they must be tested to ensure they are fit for purpose. In this role, you will be responsible for PAT testing the electrical items to ensure they are fit for purpose and resale. You must possess adequate education, training and practical skills appropriate to the nature of the electrical work and be able to perceive risks and avoid hazards which electricity can create.

You will liaise with staff on which items are not fit for resale and follow the correct process for disposing of unsaleable items. PAT testing equipment will be supplied by the organisation.

**Main duties of the role**

- PAT testing electrical donations
- Recycling or disposing of items that are not fit for resale
- Ensure that hygiene, health, safety and fire regulations are adhered at all times
- Report any defects or health and safety issues to the donation centre manager immediately

- Where appropriate or required, make use of any personal protective equipment supplied
- Respect confidentiality of information at all times
- Adhere to the values of St Helena

### **Training & supervision**

- Health and safety training is mandatory (repeated annually)
- Training relevant to the role
- Induction and regular reviews

### **Experience & qualifications required**

- Valid certificate in Portable Appliance Testing which must be evidenced and valid within the last three years
- A member of one of the following bodies, which must be evidenced:
  - NICEIC [www.niceic.org.uk](http://www.niceic.org.uk)
  - ECA [www.eca.co.uk](http://www.eca.co.uk)
  - SELECT (Scotland only) [www.select.org.uk](http://www.select.org.uk)
  - Safed [www.safed.co.uk](http://www.safed.co.uk)
  - NAPIT [www.napit.org.uk](http://www.napit.org.uk)

### **Personal attributes**

- Passionate about St Helena
- Attention to detail
- Good communication skills
- Reliable and trustworthy
- Team player with a friendly outlook