Duffield Helping Hands (DHH) Volunteer Role Description	
Role title	Dustbin Day Volunteer
Objective(s) of role	• To help client comply with AVBC's refuse collection requirements as requested by DHH Coordinator.
Brief description of tasks and activities to be undertaken	• To receive requests from DHH Coordinator. • To record the client's contact details and outline requirements. • To contact the client to discuss the detail of their request and a timescale for the task. Liaise with the client if arrangements have to be changed. • To put the client's wheely bin out the evening before the collection and return it to the client's preferred place the same day it is emptied. • To discuss if further wheely bin assistance should be arranged between self and client and give contact details. • On completion of task report to DHH Coordinator, discuss any problems and any ongoing arrangements have been made.
Name and contact details of the person who the volunteer reports to	DHH Coordinator on 01332 840349 or emma.wcm@westoncentre.org.uk
How the role fits in with RJWDC work	• Aids effective and coordinated responses to clients' needs. • Enables DHH to meet insurance and legislative requirements. • Builds confidence of service users, volunteers, RJWDC Trustees on effectiveness and reliability of DHH services. • Contributes to RJWDC achieving its charitable aims and objectives.
Expectations of behaviour and dress (if appropriate)	• To be pleasant, non-judgemental, friendly and honest. • To follow all RJWDC procedures and expectations.
Required person specifications (if appropriate)	• Be fit, able and healthy. • Aged over 18.
Approximate amount of time required for the role per week	Approximately 15 mins per week.
Other relevant information	• To understand and maintain confidential working practices as agreed. • To report any problems to the DHH Coordinator asap. • To maintain and practice agreed safeguarding procedures.