st michael's hospice

PAT Tester

Volunteer Role Description

Department: Retail	***Location:*** Donation Centre
Responsible to: Distributions & Logistics Manager	***Vol Type:*** Standard
Length of role: Long term	***Context:*** Staff/volunteers

Frequency: a minimum of one shift (half a day) per week minimum
Shifts: 9am – 1pm or 1-4pm

Outline of Role:
You will be assessing and PAT testing donated electrical items to ensure that they are safe and in good working order before allocating for re-sale, via our Retail outlets and e-commerce team. This role will take place in our busy Donation Centre Warehouse, where you will be volunteering as part of our broader Retail team.

Role tasks:

- *Visually inspecting electrical items for frayed wires, faults and general wear and tear*
- *PAT testing electrical items to ensure that they meet required standards of safety for re-sale*
- *Completing required checklists and paperwork*
- *Marking appliances with appropriate stickers to indicate if they have passed their PAT or not*
- *Identifying electrical items that are not safe or suitable for sale, and following in-house processes to ensure these items are removed from circulation correctly*
- *Some manual handling involved as you will also be testing larger appliances, such as white goods*
- *Liaising with either the Warehouse Supervisor or Distribution & Logistics Manager to advise of any issues or concerns about electrical goods*

Skills and Experience Required:

- *A certificate in PAT testing or demonstrable experience in this area is essential for this role*
- *A good awareness of Health & Safety standards*
- *Previous experience of working as a PAT Tester would be desirable*
- *Good team working and communication skills, as you will be conducting your role as part of the broader retail team*

Personal Qualities Required:

- *Attentive to detail, as well as being organised and able to work on your own initiative*
- *Must enjoy working as part of a busy, results-focused team*
- *Ability to follow instructions and procedures, but be willing to seek help when needed and remain within the boundaries of your role*
- *Open to constructive feedback, and willing to attend additional training as required*
- *Flexible, and open to new ideas as we adapt to new ways of doing things*
- *Ability to embrace diversity, and treat everyone in the Hospice community with equal respect*

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Learning Needs:

***Statutory**

Training Module	Method	Renewal
Hand Hygiene: The Basics	HH Champion / role induction	One-off
Moving and Handling Level 1	e-learning	Annual
Fire Safety Level 1	e-learning	3 years
ELfH Equality, Diversity & Inclusion for Volunteers	Volunteer Welcome Session / e-learning	3 years
Health, Safety and Welfare	e-learning	3 years
PAT testing Competency Assessment	Role Induction / re-assessment	3 years

**We anticipate that this learning will take between three and four hours depending on your level of experience in using online platforms. Support is available if you do not have access to a computer at home, or would like assistance in to complete the training. Please contact Voluntary Services for more information.*

Mandatory:

Volunteer Welcome Session (2.5 hrs)
Role Induction to include any local H&S safety measures
Initial PAT Testing Competency Assessment

Departmental support:

Daily check-in with Warehouse staff to discuss any issues or requirements for upcoming shift, and one-to-one support via the Warehouse Supervisor or Distributions & Logistics Manager for additional support as required

DBS

A DBS check is not required for this role

Read and agreed by (print name)	
Signed	
Date	