



Canopy Housing – Assistant Properties Worker

Job Description

Canopy is a self-help, community-housing organisation based in inner city Leeds. We renovate empty houses to create decent homes for people who are homeless. We involve local people, volunteers, tenants, and others in every aspect of our work. Canopy transforms communities as homeless people and local volunteers renovate empty homes.

The role involves on-site, on-the-job training for approximately 12 months, after which the role may be upgraded to full Properties Worker

Responsible to: Properties Manager

An essential part of the project is the self-help and voluntary activity of creating a home. The job will entail practical work alongside volunteers, tenants and other workers. The post holder will have to show initiative, be willing to learn new skills, and enjoy mucking in.

Summary

To further the work of Canopy by carrying out properties work: refurbishing buildings; supporting and training volunteers and self-helpers (future tenants); and maintaining buildings.

General areas of responsibility

- Supervise and train diverse groups of volunteers
- Renovate empty or tenanted homes and other properties
- Help maintain buildings and keep them secure
- Provide a supportive, empathetic service to tenants and volunteers
- Report and act on health and safety incidents

Specific responsibilities

- Refurbish and repair empty, void, tenanted or other properties with others
- Work with external contractors where appropriate
- Carry out maintenance work that the organisation requires
- Supervise and teach volunteers as you work
- Deliver toolbox talks



- Ensure volunteers and tenants on site are treated with respect and are part of the site team
- Deal with conflict within the volunteer group
- Consider the needs of a diverse group of volunteers, ensuring you comply with our Equality and Diversity Policy
- Work closely with Canopy's Support Team regarding the recruitment, training and support of volunteers, trainees, and self-helpers
- Work closely with other members of the team to ensure Canopy's properties are well-maintained.
- Actively consult and involve volunteers and Canopy colleagues as fully as is possible regarding property renovations and repairs
- Challenge unacceptable behaviour, action or attitudes that could threaten the safety and emotional and physical wellbeing of project members, volunteers, or other workers
- Work with colleagues to support individual volunteers, following through development and/or involvement
- Ensure you work as safely as is reasonably practicable, and be constantly vigilant regarding the safety of trainees, volunteers, and others in contact with Canopy
- Ensure empty properties are secure, look after keys and help arrange the connection of utilities,
- Undertake site health and safety risk assessments
- Arrange the purchase of furniture, fixtures, and fittings for empty properties
- Take responsibility for the health and safety of all those working on site in accordance with our policies
- Ensure site is set up and closed down correctly each day with volunteer involvement.

Responsibilities of all staff

- Deal with, along with other staff, general office enquiries and the day-to-day administrative activity of the organisation
- Attend regular 121s and appraisals with your manager.
- Attend regular team meetings, taking minutes from time-to-time
- Attend board meetings from time-to-time as required



- Identify your own training needs and attend relevant training
- Ensure Canopy's record keeping is accurate and up to date
- Answer the telephone and door
- Comply with Canopy policies, procedures and working practices
- Keep all people in contact with Canopy safe and free from harm
- Take responsibility for identifying hazards, reporting them, and doing something about them
- Help in every area of the organisation's work as required
- Carry out any other tasks as required by the Chief Executive or Board

July 2023