

Role Profile

*because
you matter*

**St Nicholas
Hospice Care**

A Registered Charity No. 287773

St Nicholas Hospice Care is recognised as a great place to work, to learn and to grow. Where everyone matters, where everyone is encouraged, energised and enabled to play their part in delivering our vision.

Job role	Vehicle Valet and Maintenance Volunteer
Reports to	Facilities Manager
Location	St Nicholas Hospice Care main site
Role Purpose	To complete routine checks and valeting for our small fleet of pool vehicles, supporting our Community team by helping to maintain their means of transport throughout the local region.

What the role involves

Key Responsibilities:

- To help to maintain a small fleet (less than 10) of loaned and leased vehicles
- Record mileage
- Use provided guidance to conduct weekly checks on:
 - Oil, Coolant and Screen wash levels
 - Tyre pressures and wear
 - Lights and Wipers
 - Visual check of vehicle including body work and wheel trims
- Valet interior/exterior of vehicles, as required
- Inform maintenance team of any concerns or defects

What we would like from you

- Basic knowledge of engine maintenance
- Physical abilities to carry out cleaning operations in compact vehicles and SUVs
- Full current Driving Licence
- Enthusiasm!
- Sensitive to people in our care and within the hospice building
- Commitment to attend your volunteering session as agreed
- Able to complete any Mandatory & Statutory training as required

General

- Have an understanding of the Hospice's values and purpose
- Ensure confidentiality where appropriate
- Promote and foster the Hospice's reputation and standing within the community

September 2026