

# Residential Volunteering Opportunities at Pembroke House

## About Pembroke House

Pembroke House is a centre for social action and residential community in Walworth, south-east London. We work across our neighbourhood to unite partners like GPs, schools, charities and community groups in shared action, and to empower local people to make change in their lives and community.



We provide weekly activities for local people both in person and online, although the Covid-19 crisis forced us to pause and adapt our work to serve the emerging needs of local people. In the first lockdown we established the Walworth Community Food Hub to get vital supplies to vulnerable local people. At the height of demand we were delivering to 566 households – 1,700 individuals – a week.

## Current Roles

Before lockdown we had 90 regular volunteers doing anything from helping us deliver activities for the local community, organising events or helping us in our office. Since lockdown we've welcomed another 400+ volunteers, either helping

us to pack or deliver food via the Walworth Community Food Hub. **We're now looking for a new volunteer for our buildings team.**



## The Residency

We were founded in 1885 by students from Pembroke College, Cambridge. They built the Residency so that they could be part of the community they wanted to serve.

Today the Residency offers student-style accommodation adjacent to Pembroke House for six people who are interested in neighbourhood-based working. It is no longer a requirement for Residents to have connections with Pembroke College or any university. What is more important is that Residents are good communicators and have:

- a curiosity about what Pembroke House is and how they can be part of it;
- a desire to become an active member of the local community; and,
- a willingness to learn and re-evaluate pre-conceived ideas / approach

Current Residents are:

Emily - PAM assistant

Annick – supporting the Walworth Neighbourhood Food Model

Mattias - working on his PHD on Settlements and supporting the food hub

As well as volunteering with a particular project – in this case, the Pembroke House buildings – residents are included as a full part of the team and invited to

regular team meetings and team dinners. This is a unique opportunity to live and volunteer at the heart of a thriving local community organisation.

The Residency is a large house and each of the six Residents has their own room, furnished to a basic standard. They share two bathrooms, toilets, living room and kitchen. The Pembroke House garden, located immediately outside of the kitchen, is available to use too.

Rent is £100 per week (including Council Tax) and utilities (gas, electricity, water, broadband) £46 per calendar month. Both of these charges remain the same even if less than six people are resident. We offer individual short hold tenancy agreements for one year, with the possibility of extension for a further year.

Further information on the role is below.

If you have any questions, please get in touch with Nina Feldman, Chief of Staff on [nina.feldman@pembrokehouse.org.uk](mailto:nina.feldman@pembrokehouse.org.uk)



# Pembroke House Residency Position

## Buildings Assistant

### Our Buildings

We currently run our work from two buildings in Walworth; Pembroke House and All Saints Hall (Walworth Living Room). Both buildings are steeped in local history and have characters of their own. This means that they require some attention and love to keep providing us a safe and accessible place to work and run activities.

In addition we maintain a number of rental properties that require day-to-day maintenance and problem solving.

### The Role

The Buildings Assistant is a vital role at Pembroke House. Working closely with the Facilities Manager to ensure the upkeep and safety of our buildings.

### Key Responsibilities

- Assist the Facilities Manager with maintenance and upkeep of the building
- To carry out any minor works and building responsibilities including:
  - painting and decorating,
  - minor plumbing and carpentry
  - changing light bulbs
  - ensuring other fixtures and fittings are in good working order
  - conducting weekly building checks and fire alarm test in Building manager's absence
- Clearing or cleaning general areas including garden
- To carry out planned as well reactive repairs

### Qualities Needed

- Positive, friendly with can do attitude
- Resourceful and self-motivated
- Good communicator with ability to direct other contractors or maintenance workers
- Physically capable of moving heavy equipment, working with machinery, and working at height
- Excellent attention to details
- Flexible

### Key skills/knowledge

- Ability to resolve problems and adhere to health and safety guidelines

- DIY skills
- Practical experience in working with machinery and DIY tools essential
- Previous experience in similar role
- Qualification/work experience in a trade advantage but not essential
- Ability to organise the tasks and prioritise as necessary

## **Weekly Time Breakdown**

- 1 hour a week with the Facilities Manager, within working hours by arrangement.
- Average of 4 additional hours per week, with flexibility based on tasks required. These hours could be completed within or outside of normal office hours, with lone working procedures put in place.

## **Optional meetings**

- The Pembroke House team meets briefly each Tuesday morning at 11am for a weekly update. Attending this meeting is the best way to stay up to date with what is happening in the organisation.

## **Additional Responsibilities**

As a Resident at Pembroke House you will be required to assist with a few buildings related roles:

- Attending to the burglar alarm at PH if it sounds during the night
- Providing access to PH hall hirers outside of normal office hours, including the weekend
- Ensuring the PH building is securely locked up each evening, on a rota basis.

## **Essential Training**

- All residents are required to take part in the Pembroke House safeguarding training, which is held regularly throughout the year.
- All residents are required to complete the online Health and Safety training in their own time within the first month of taking up a role.

## **What would you gain?**

This role is ideally suited to an individual looking to develop a broad-ranging skill set; from problem solving small building issues to being part of a team making medium scale events a reality.

You will receive 'on the job' training from the Pembroke House team and become a key part of ensuring our work runs smoothly.

## **Interested?**

We expect this role to be popular so we're going to follow the process below.

11/10	Evening Zoom introduction: Meet us and hear about PH before you apply. Please email <a href="mailto:info@pembrokehouse.org.uk">info@pembrokehouse.org.uk</a> with 'Resident Intro' in the subject line, to book your place.
18/10	Please use this form: <a href="https://airtable.com/shrJr1Xf97u9xcOgv">https://airtable.com/shrJr1Xf97u9xcOgv</a> to submit a CV and cover letter or video telling us about what you're hoping to learn and experience through your time at Pembroke House, and what you will have to offer the role. Please also indicate whether you would be interested in a room in residency.
Week 25/10	<p>Interview with the Senior Management Team At this stage we will be considering:</p> <ul style="list-style-type: none"> <li>● What you want to learn from your time at Pembroke House.</li> <li>● How we think you will fit with the organisation.</li> <li>● How your experience aligns with the specifics of the role.</li> <li>● Availability and timing.</li> </ul> <p>It will also be an opportunity for you to ask us any questions you may have.</p>
Week of 01/11	If you are interested in a room in the Residency, meet the residents. Through this meeting it will be decided whether you are a good fit for the house and whether you could live together. It will also be made clear which exact room you will be offered and what the expectations regarding covid regulations are.
Week of 08/11	Offered volunteering role and room in the residency (if desired) by Pembroke House. Contracts signed. Timeline figured out to make sure quarantine periods are possible for new and existing residents.