

Age Action: Maintenance Handyperson **(<https://www.activelink.ie/node/114889>)**



Maintenance Handyperson

Location: Responsible for HSE South West area Reporting to Cork office.

Post: Maintenance Handyperson, Care & Repair

Department: Programmes

Reports to: Regional Programmes Manager

Hours of Work: 35 hours per week

Salary: €31,208

Contract Type: Fixed Term 12 months

Competencies: Experience in maintenance, building or DIY, gardening, customer service. Full clean drivers licence is essential.

Garda Vetting is a requirement for this role.

Age Action

Age Action is Ireland's leading advocacy organisation for older people. It works to ensure that older people's voices are heard at the highest level of Government and that the lived experience of older people informs policy responses to their needs. Age Action also provides services that address the specific needs of older people in our community.

Our work is driven by an organisation that is professional in its operations and lives out its values of dignity, participation, diversity, social justice, and professionalism.

Care & Repair

Age Action's Care and Repair does small DIY jobs for older people to help them maintain their homes and their independence. Operating in Cork, Dublin and Galway, Care and Repair does jobs that might be more difficult to complete as we get older people but not big enough to call in a tradesperson.

Age Action's Care and Repair prioritises carrying out jobs in the homes of older people who are being discharged or have recently been discharged from hospital. If someone is coming out of hospital, no matter where they live, we would support them to make sure their house is safe. Care and Repair can remove trip hazards, install handrails, replace toilet seats or move a bed downstairs to make sure the home is ready for their return.

For any job that is too big or specialised for our team we can provide details of local tradespeople.

The main duties and responsibilities are to assist in the following areas:

- Assess and carry out minor repairs, DIY, furniture moving and gardening work
- Maintain the relevant equipment and materials, managing a weekly checklist and inventory
- Complete relevant administrative work, including but not limited to accessing a database to record jobs completed, and completing relevant paperwork in line with Age Action's policies and procedures

- Drive Age Action vans to and from required locations
- Work with as part of the wider Programmes team, supporting colleagues as needed
- Be helpful, friendly and respectful when dealing with clients
- Communicate with Age Action staff, clients and other stakeholders by phone and email
- Comply with all Age Action's policies and procedures
- Attend meetings and training courses when necessary
- Carry out all reasonable requests of the Development Officer and Regional Programmes Manager

Skills, Abilities and Attributes:

- A strong interest in helping older people in our community
- A commitment to high quality customer service and a friendly attitude towards Age Action's clients, staff and volunteers
- A full clean driver's licence.
- A good level of skill and ability in general household repairs & maintenance, furniture moving and basic garden tidy-up work is essential. Tradesperson level skills are not required, but are desirable
- Attention to detail and ability to accurately record work done using hard copy paper forms and via email and other basic I.T. systems (training provided)
- Commitment to working efficiently, ensuring timely follow up to jobs within agreed internal timeframes.
- Eligibility to work in Ireland

How to Apply:

Applications by letter outlining your suitability for the post (maximum 300 words), confirming full clean driving licence. Please quote reference MHCK25 with CV and details of two referees in Word format by email to: recruitment@ageaction.ie (<mailto:recruitment@ageaction.ie>) by 12 noon on Tuesday, 22nd April 2025. Referees will not be contacted without prior notification.

Interviews scheduled for 28th April at the Age Action office, Core House Westpoint Business Campus, Link Rd., Ballincollig, Co. Cork. Informal enquiries are welcome to Jipe Kelly on [021 2067399](tel:0212067399) (tel:0212067399).

Age Action is committed to equality, diversity and inclusion and we do not accept discrimination of any kind. We are keen to recruit colleagues with a range of experience, and the best candidate will be appointed regardless of age, disability, gender, ethnicity or other grounds.

Region

South West / Cork

Date Entered/Updated

3rd Apr, 2025

Expiry Date

22nd Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/114889-age-action-maintenance-handyperson>