**Outline:** Group Administrators are adult volunteers who support and assist in the smooth running and sound administration of the Scout Group. Often working with the Group Executive Committee.

**This role:** Building Manager

**Responsible to:** Group Chair

**Main Contacts:** Group Executive Committee Members, Group Scout Leaders and Section Leaders, other Section-based volunteers and Parents/Carers.

**Appointment requirements:** Complete a Personal Enquiry including a Disclosure Check.

* It's expected that whilst volunteering for this role you will undertake regulated activity.
* The Building Manager is not an ex-officio Trustee or a Trustee unless elected, nominated or co-opted.
* As this is a flexible role and locally defined below are just are some examples of tasks that this role might undertake.

**Tasks:** The following are current tasks that have been carried out by the former building manager, however this is not an exhaustive list:

* Oversee the maintenance and ad hoc repairs in the scout hut based at Pinewood, Crowthorne. The hut is on a long lease from Wokingham borough council and has been extensively refurbished only recently, thus is at a good standard currently.
* Coordinate/oversee building health and safety inspections including yearly compliance such as PAT testing, fire alarm/fire extinguisher tests, heaters and water testing, working alongside the H&S Officer
* Carry out building related risk assessments.
* Responsible or the overall upkeep and smooth running of the building, may include call outs when there are maintenance related issues or incidents.

**Experience:** An opportunity to use your skills on a voluntary basis for the benefit of the local community and make a contribution to the broader Scouting organisation. Prior experience is not essential, we will consider all relevant skills/experience.

* You may have held a janitor/caretaker role or an assistant thereof, perhaps at another similar building, or a larger site, in public use, such as a school.
* Ability to do basic handy man tasks would be of benefit, however, we are able to bring in third parties to address more significant tasks.