

**We need
people
who are
great with
people.**



Applicant Information Pack

Facilities Technician (Electrician)



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Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



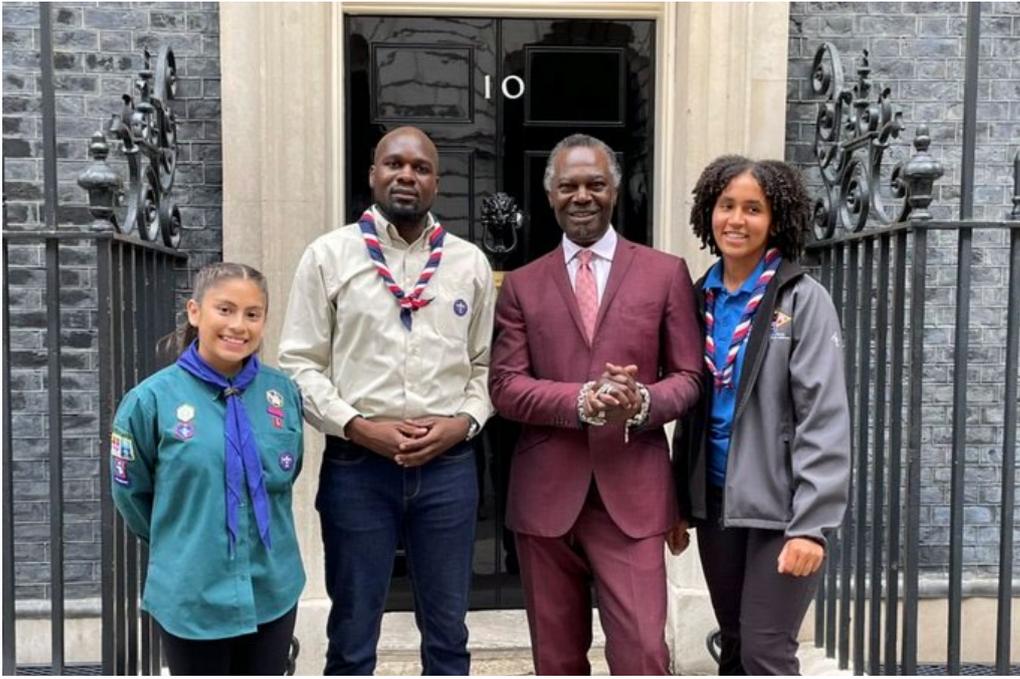
Carl Hankinson, UK Chief Commissioner



Matt Hyde, Chief Executive

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'

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Scout Ambassador, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levy Roots (third from left) with our Scouts at 10 Downing Street, London UK

You'll be helping change young people's lives. But what else is there for you?

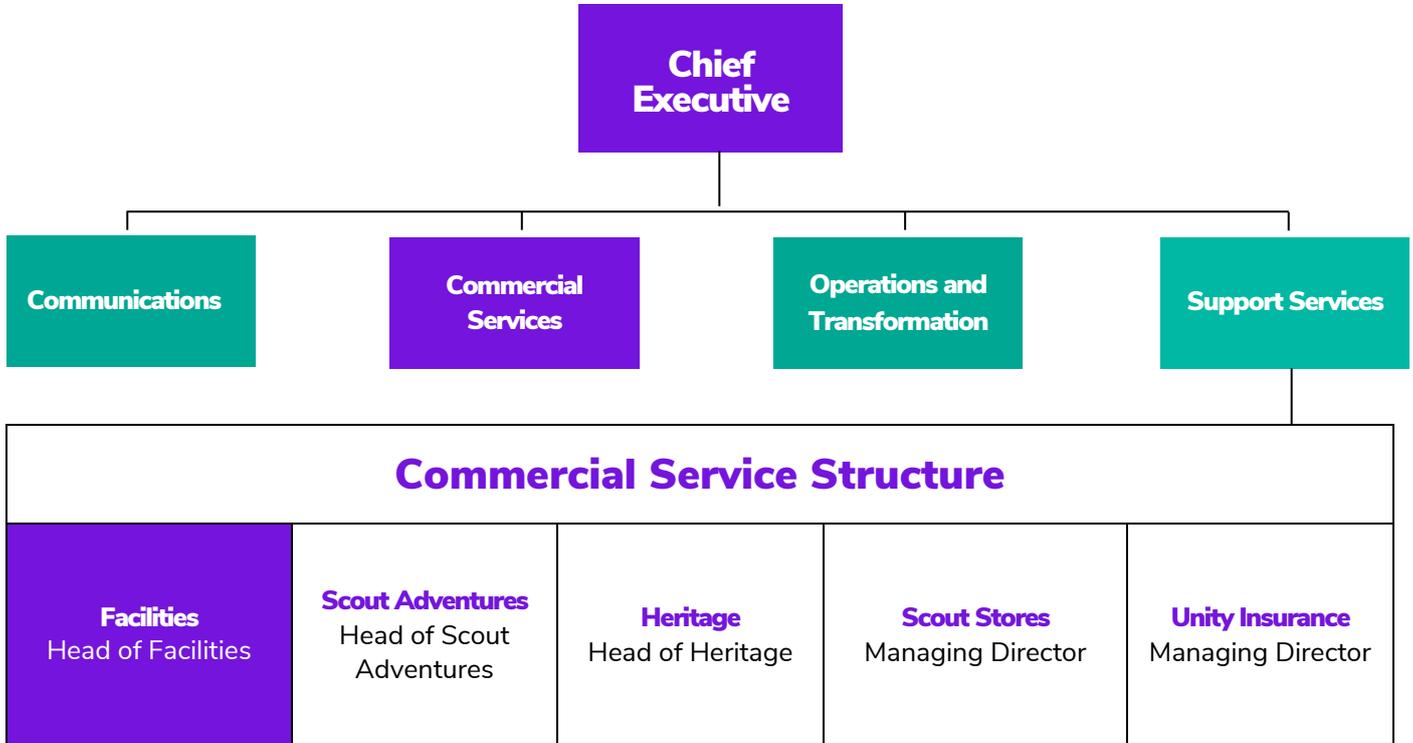
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 25 days holiday a year, plus bank holidays rising to 28 days after two years, then increasing again to 32 days after five years (and we don't insist you go camping)
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our new interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working – this'll be opening soon

Want to know more?

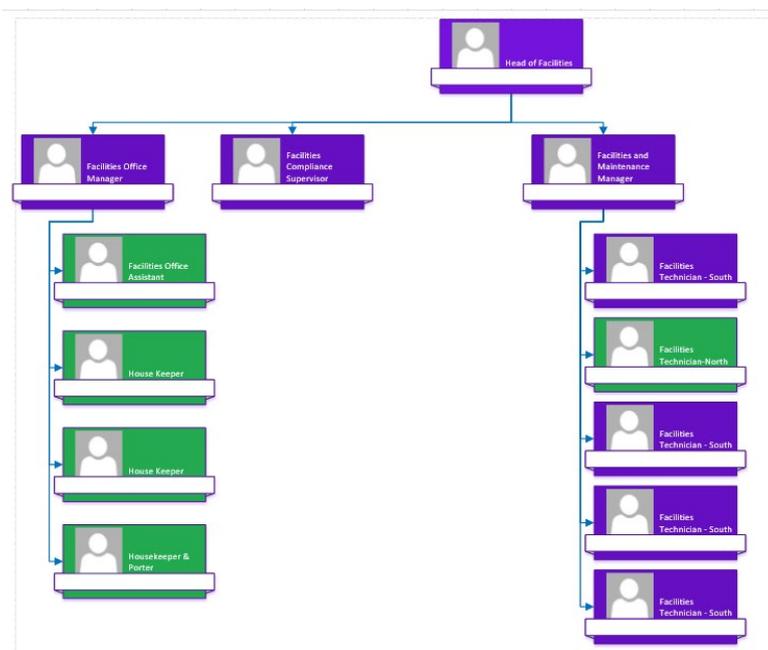
Check out our [benefits page](#)

How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into four directorates:



Facilities Team Structure:



We're the Facilities Team.

We're doing well, but you can help us do better.

The successful candidate will join and expand the fast-paced Facilities Team at an exciting time for the Scout Association. A requirement for a skilled technician to develop our team has arisen and this could be you. Join our experienced team bursting with team spirit and strong work ethic to help provide all necessary improvements to run our sites for many to enjoy. Every day provides a different but exciting opportunity to make change and better our sites through the effective use of your skills. We will encourage and work with you to enhance your career and develop with us. You will be given freedom and flexibility to do your job, we encourage you to reach your full potential and show us how your training and experience can be applied within our team. Does this sound like it is right for you? Apply and join our team.

Be part of a pivotal point in our development and work with our team to provide the best environment for all people using our facilities.

Hiring Manager -Jack Richardson
Facilities Maintenance Manager



About the role

Responsible to:	Facilities Maintenance Manager
Department:	Facilities
Base Location:	Gilwell Park, Chingford, London
Role supports hybrid working:	No
Term:	Permanent
Salary:	£32,000 per annum, Band D, Level 3, inclusive of Outer London Weighting and a market supplement
Hours:	35 hours per week
Line Management Responsibility:	N/A
Internal Relationships:	Centre Managers, Facilities Team, Headquarters staff, volunteer teams
External Relationships:	Contractors and suppliers
DBS:	Basic

What's expected?

We're looking for someone to join our team as a Facilities Technician to help us to take care of our buildings and support the wider Facility operation in the South of England to ensure we are providing a responsive and cost effective service. Throughout the year, thousands of young people come to our centres. With so many young people we need to ensure that our estate and buildings are safe, cared for, maintained to the highest level and ready for use by our customers and staff. Safety is at the forefront of our decision making and behaviour alongside our aim to deliver great customer service, working as One Team.

The ideal candidate will be enthusiastic about their role in the team and understand the daily challenges that are part and parcel of a busy; fast moving facilities department where no two days are the same in terms of both work and location. They will have proven skill and experience as an electrician with the ability to complete multi-trade discipline work. They will be self-motivating; self-prioritising worker whether they are working independently or in a team.

The role is based at Gilwell Park but provides cover to 3 locations; Gilwell Park, Youlbury and Broadstone Warren.

Key accountabilities

- Provide a flexible high standard of repair and maintenance across multi trades to ensure the most cost effective completion of all tasks.
- Be proactive around the sites in fault finding, diagnosing faults, identifying when something isn't right and looking for opportunities for continuous Improvements to maximising asset life cycles
- Undertake compliance actions, monitoring, planned preventative maintenance and reactive maintenance on building or estate related system and infrastructure whether this be from roofing to painting all the way through to plumbing and electrical works. Ensuring that each task is completed in accordance with set requirements and industry standards.
- Self-manage and prioritise workload ensuring building access is arranged and materials ordered and job systems updated as required to ensure relevant information is captured. This may involve reading of external reports such as fire risk assessment and legionella risk assessment in conjunction with industry knowledge to identify what works are required.
- To be thoroughly familiar with building fabric, plant and equipment and monitor as required. Record data using the supplied documentation and drawings where available and ensure modifications to systems are correctly installed and recorded.
- Ensure all work tasks are adequately risk assessed and documented prior to work starting and ensure systems such as permits to work and our in house process documents are fully followed
- Working within Statutory, Legislative, approved codes of practice(ACOP's) and HSE requirements at all time whilst ensuring the Scout Association Health and Safety policy and procedures are followed and to immediately report any hazards up the line management chain.
- Look after company vans and workshops ensuring tools and equipment and returned and they are kept stocked and tidy.
- Contribute to the planning and completion of capital and operational projects, providing support, enabling works and reviews as required to ensure it meets out standards.
- Based at Gilwell Park, but providing regular cover as required to Broadstone and Youlbury.
- Supervise and oversee appointed Contractors ensuring they complete work safely and to acceptable standards.
- Get involves with local volunteer teams and AEM's (Adventure Experience Managers) as required to plan and complete small projects on centre, ensuring risk assessments are completed, correct materials being used and works being completed to a safe and good standard
- Undertake any other reasonable duties as requested by the Facilities Maintenance Manager.

About you

Skills and abilities

- Ability to fault find and complete appropriate repairs, modifications and identify areas of Improvement with electrical bias
- Ability to manage contractors with experience
- Ability to read and interpret building services drawings and documentation.
- Ability to undertake basic level Multi trade jobs
- Good team working skills with ability to work remotely on their own
- Must be physically fit and able to lift loads of up to 25kg
- Able to communicate effectively verbally and in writing/reports.
- Ability and skill to use own initiative to self-prioritise work schedules in a busy environment ensuring deadlines are met having an eye for detail.
- Able to work at height

Knowledge, experience and qualifications

- Working knowledge of building services, plant, equipment, HVAC and hot & cold piped systems, including ability and knowledge to operate Building Energy Management systems
- Working knowledge and ability to use compliance, asset care and job progress systems
- Working knowledge of Statutory and Legislative requirements and Codes of Practice for relevant trade
- Ability to use Word, Excel. Internet and email systems
- Current industry training such as legionella awareness, asbestos awareness, COSHH, H&S, Manual handling, working at height, abrasive wheels, fire marshal and first aid (or willing to learn)
- Educated to GCSE level or equivalent and completed a recognized City & Guilds or NVQ Diploma (or equivalent) as an electrician
- Working Knowledge of other trade disciplines with ability to complete multi trade work.

Personal qualities

- Flexible and adaptable and takes pride in their work with good time management skills
- Full clean driving License and happy to travel for work
- A team player willing to help others
- Excellent social and interpersonal skills
- Problem solver who can remain calm under pressure
- Willing to complete necessary training and development course as required to keep qualifications in check

How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an application via the Smartsheet link on [our jobs page](#) by **11:59pm on Thursday 19 May 2022**.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Interviews will be held on [Friday 27 May 2022](#).

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact Jack.Richardson@scouts.org.uk to set up a call or virtual meeting.

