

Role details	
Role title	Property Custodian, Regional Facilities and Fleet team
Expected commitment	20 hours a month - daytime, evenings and weekends
Accountable to	Regional Facilities Coordinator
This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.	

About St John Ambulance

No one should die because they needed first aid and didn't get it. St John Ambulance (SJA) teaches people first aid so they can be the difference between life and death, and you can help us do this.

Purpose of the role?

As a Property Custodian you will be responsible for supporting the regional property team in all property management issues for an SJA venue(s). You will also have responsibility for implementation of health and safety procedures in conjunction with the District H&S Officer relevant to the property.

What would you be involved in?

- Acting as a primary key holder for premises.
- Coordinating access for external hirers; internal hirers and maintenance purposes.
- Liaise with Regional/District level Facilities staff as necessary.
- Liaise with Regional/District level Health, Safety and Environment staff and specifically the District H&S officer.
- Activities include weekly fire alarm and call point checks; monthly emergency light checks and keeping records checks and H&S property file up-to-date.
- Coordinating implementation and monitoring of health and safety policy relevant to property.
- Take periodic readings of gas electricity and water meters, and record these via regional facilities staff on SJA database
- Promote energy efficiency in the building, monitor and adjust heating and lighting controls to minimise waste
- Assist the regional Facilities team with other property management tasks.

What are we looking for?

- An enthusiasm for the work of St John Ambulance and an appreciation of our values
- Someone who is able to work as part of a team or on their own initiative under guidance
- Someone who is experienced in property management
- Someone who is experienced in Health and Safety procedures
- Knowledge of St John Ambulance's activities in the community (but not essential)
- Knowledge of St John Ambulance property and H&S procedures (but not essential).

Support and training available?

- Briefing in SJA policy and procedures connected with role Training in use of appropriate ICT systems
- Health and safety policy and practice
- First aid training.

Location of this volunteering role?

Role is SJA property and home based.

Role specific commitments?

- Induction to role
- We would ideally like you to volunteer for us at least once a week.

This role description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Prepared by: Volunteering / Property / H&S	Date of preparation: April 2015
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