



## Helper Role Profile

### PREMISES ADMINISTRATOR

#### QUICK FACTS

Time Commitment:	Minimum of 8 hours per year.
Location:	Primarily KYC building; some home.
Responsible to:	Trustees
This role is for you if you:	- Have good admin skills. - Are technically minded. - Have a keen eye for detail.

#### Role Summary

To ensure our compliance and aid development we require a volunteer, preferably with health and safety and/or building's maintenance experience, to help conduct regular premises checks.

Primarily, the role is to check the building for issues, recording these, recommending immediate remedial and long term actions to be taken to the committee, and helping, if required, to delegate tasks to appropriate persons. No cash handling is required and you are not expected to perform maintenance tasks unless you are skilled and wish to do so. This is purely an admin role.

You will be expected to provide a very brief report to the committee regularly.

#### What you'll get out of it

- Sense of self achievement, fulfilment, and giving back
- A key role within your community
- An opportunity to make a difference and also advertise your business (if you own one) via club channels.

### **How do the young people benefit?**

- Regularly improved facilities that are more conducive to developing our provision.
- More chance to hire premises allowing greater funding income and further opportunities to provide better activities.

### **Skills required**

Anyone 18+ with an enthusiasm for supporting the club can apply.

- Ability to communicate effectively with adults.
- Well organised and efficient.
- Attention to detail.
- Knowledge and experience of current H&S laws and facilities management is desirable.
- Ability to provide practical solutions to problems in line with safe working practices for the field of work would be useful.

### **Please note**

You will be expected to be aware of our current policies around Health and Safety as well as any current Risk Assessments.

### **Interested? Next steps**

Please contact Jenny or Roy on [youthclubkennington@gmail.com](mailto:youthclubkennington@gmail.com) for a no commitment discussion.