

Volunteer Role Description – Buildings and technical support team member	
Name of church/body	All Saints Church
Role title	Buildings and technical support team member
Main purpose of the role	To ensure maintenance of buildings and systems such as the lighting, heating, audio as well as ensuring compliance to H&S regs
What you will be doing	<ul style="list-style-type: none"> • Adjusting heating controls • Oversee energy usage in church and Cornerstone (same supply) • Work with wardens and church building officer to sort buildings issues • After your own training, train others in <ul style="list-style-type: none"> ▪ Use of audio system ▪ Use of heating controls ▪ Fire exit strategy • Ensure regular maintenance of all systems (will be provided in an ops manual by Borrás) some by contractors, others by volunteers or staff • Ensure compliance to H&S regs • One of the buildings team to meet weekly with other members of management team
Number of hours per week	1 -3 hours a week, possibly more to start with as we all become familiar with the new church systems. More people in the team means less work for each
When and where you will be doing it	You will need to be regularly present at the church as most of the systems will not be able to be dealt with remotely
Benefits to you	A great opportunity to become familiar with the new church set up and systems and to offer your skills to ensure everything runs smoothly
Person specification	Happy to learn the church systems and operate them as required Comfortable with technical systems and enjoys practical problem solving

Disclosure & Barring Service (DBS) Requirements	None
Who you will be responsible to	Building team leader - (who in turn reports to a named Church warden)
Training requirements	You will have an induction, with any necessary training, to church systems such as lighting, audio and heating, locking and unlocking
Support you will be given	Management team and other members of the buildings team including church wardens
General information	You will be part of the team that ensures our buildings are fit for purpose in their condition and functioning, meeting the requirements of users.

Created by: Hannah Higginson	Date: May 2023
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All role descriptions are draft at this stage and subject to change

The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. The individual appointed to this role will be expected to work within the policy and procedures of the relevant safeguarding policies and attend all required safeguarding training.