

Facilities Volunteer Job Description

March 2024
Sarah Dyer

Role	Volunteer Facilities Coordinator
Supported By	Management Team
Location	Pioneer Club, St Albans
Contact	volunteer@pioneerclub.co.uk

ABOUT THE PIONEER CLUB

Founded in 1941 for young evacuees from London during the Second World War, The Pioneer Club is a registered CIC and charity supporting communities in St Albans and beyond. We deliver creative arts programmes through events, workshops, training, and classes. Whether it's live music in our iconic music hall, lessons with our amazing team of pro skateboarders, or on the stage with our performing arts programmes, there's something for everyone at The Pioneer!

As an historic grassroots music venue, we have witnessed some of the biggest names in music come through our doors, including Motorhead and The Zombies of "She's Not There". Enter Shikari are another hugely successful St Albans band who started out at The Pioneer Club, before moving on to achieve global success, including headlining Download Festival and performing at Wembley Arena.

WHY WE NEED YOUR SUPPORT

Taking part in cultural activities is so important for children and young people. Access to music, skate, art and performing arts leads to benefits such as:

- ✓ Improved self-esteem and self-control
- ✓ Decreased hyperactivity and inattention
- ✓ Reduced antisocial or criminal behaviours
- ✓ Improved prosocial behaviours, such as empathy and helping others

Sadly, funding for the arts is decreasing year on year. And grassroots music venues are closing at a rate of 2 per week. This affects all young people, but especially those from the least advantaged communities who, as a result, may never pick up a musical instrument or have access to art and culture.

As a charity, we couldn't exist without the support of our volunteers. As part of the team, you will be helping us to improve our building through maintenance and repairs, which helps us to keep delivering our services.

WHAT YOU'LL BE DOING

“Working at The Pioneer has been, above everything, so much fun! I have met a great community of people who work hard to make sure everyone can have access to art, music and sport. Their events, like the festival days, are a joy to be part of” Pioneer volunteer

We are seeking a dedicated and organised individual to join our team as a Facilities Coordinator. You will be responsible for ensuring the smooth operation and maintenance of our facilities, including offices, event spaces, skateparks and gardens. The Facilities Coordinator will play a crucial role in supporting our mission by providing a safe, functional, and welcoming environment for our staff, volunteers, and beneficiaries.

This role will include:

- Work with our facilities manager to coordinate and schedule repairs, maintenance, and renovations as needed
- Work with the team on refurbishment projects and improving facilities
- Assist the Pioneer Club in adhering to health and safety and safeguarding requirements
- Collaborate with other departments to support the planning and execution of events, programs, and initiatives requiring facility resources
- Assist in the development and implementation of sustainability initiatives to minimise the charity's environmental footprint
- Provide support and guidance to staff and volunteers regarding facility-related matters
- Assist with collection and delivery of donations, including furniture, hardware, equipment. Volunteers with a van especially welcomed.

ARE YOU?

- An experienced tradesperson- electrician, carpenter, builder, painter and decorator
- Hands on, and willing to use initiative
- Flexible and adaptive
- Organised, able to prioritise tasks and manage multiple projects simultaneously
- Reliable, and able to commit to the role
- Knowledgeable about health and safety regulations and best practices

If this sounds like you, we would love to have you on our team!

TIME COMMITMENT

We can't deliver our services without the generosity and time of our volunteers, so work to be flexible around you. You can commit to anything from a few hours a week, or more.

WHAT CAN WE GIVE YOU?

- ⇒ A benefits package including: free access to exclusive Pioneer supporter events, early booking privileges for music and other events, room booking discount, a Pioneer T-shirt, attendance at our annual staff and volunteer event
- ⇒ Training- events and safeguarding
- ⇒ The chance to be part of a team with regular meet ups and social events
- ⇒ The opportunity and support to achieve any professional goals
- ⇒ A chance to be a change maker, growing your community and supporting access to the arts for everyone
- ⇒ The opportunity for references

HOW TO APPLY

Please send your CV and a brief summary of why you would like to volunteer to sarah.dyer@pioneerclub.co.uk.

FURTHER INFORMATION

If you think that this isn't the role for you, but might suit a friend, relative or colleague, please share! THANK YOU!