SUMMARY OF ROLES AND RESPONSIBILITIES (SoRR)

UNIT MANAGEMENT TEAM FACILITIES TRUSTEE

Introduction

Sea Cadet units are managed and run by committed volunteers. The Unit Management Team (UMT) are the unit's trustees, headed by the Unit Chairperson (UC). The UMT is responsible for the running of the unit at a strategic and management level.

The UMT Facilities Trustee (FT) is appointed to oversee the unit facilities and maintenance.

Time in Post

UMT Members, including the FT, are elected annually and may stand for re-election at the AGM.

The Role

As independent charities, each Sea Cadet unit has a number of trustees to oversee the management and legal undertakings of the unit. The FT is to support the UC by assisting with the planned maintenance and upkeep of the unit facilities.

This role will undertake "regulated activity" and will therefore require an enhanced disclosure with barring check to be repeated at no less than three yearly intervals.

Primary Purpose

The primary purpose of all the UMT Trustees is to support the UC to manage a safe, effective and successful Sea Cadet unit.

Secondary Purposes

The secondary purpose of the FT is to be responsible for keeping auditable records through the Westminster Asset Register of the unit's facilities, ensuring they are safe and adequate to support the unit's charitable purposes and objectives.

Accountability

The FT is accountable to the UC.

Authority

The FT has authority over UMT Members for unit facility and asset matters.

Competencies

This section will be completed once the Competence, Role and Rank work is concluded.

Principal Tasks

The FT is supported by the UC and is responsible for the following principle tasks:

- Ensure that all sites, premises, fixtures and fittings and contents are safe and maintained for use by cadets, volunteers, visitors and contractors.
- Ensuring site and premises security and integrity is maintained (appropriate locks, fencing, CCTV, emergency and security lighting etc).
- Contributing to the unit Risk Register by ensuring necessary facility risk assessments are carried out and recorded and that in date documents such as an asbestos register, fire and electrical certificates are easily accessible for spot checking.
- Assisting the UC in ensuring the facilities elements of the unit's health and safety regime is properly managed and the facilities elements of the Corp's health and safety procedures are followed.
- Advising the UC of the appropriate property and contents values for the units' insurance policies.
- Keeping auditable records of and maintaining these and other documentation relating to the ownership and maintenance of the unit's premises, fixtures & fittings and contents including plans, leases or licenses and warranties.
- Any facilities payments to third parties such as ground rent and rates are met (liaising with the treasurer) and for securing the greatest relief possible.
- Devising annual facilities operating budgets and for liaising with the suppliers of utilities (water, gas, electric, telephone, internet access) to maintain supply, ensure regular meter readings are undertaken and cheapest tariffs achieved, liaising with the unit treasurer as appropriate.
- Devising and pursuing a planned maintenance and development programme (including budget) for the unit's premises, assets, fixtures and fittings and contents, ideally projected at least five years ahead.
- Arranging and quality control of works by volunteers and third party contractors to maintain and replace the unit's facilities, arranging estimates, quotations and establishing budgets and approving invoices as being ready and accurate for payment by the unit treasurer.
- Managing the hire arrangement and income generation from the unit's facilities. This includes helping devise charging policies, arranging and managing lettings to third parties and supporting the treasurer in collecting payments. It is to be noted, however, this does not include a caretaker role.
- Advising the UC and working with the trustees responsible for fundraising on applications to the MSSC Premises Fund and assisting with the identification and applications of external capital funding.
- Reporting regularly on the above principal tasks at UMT meetings.
- Work closely with the Unit Boats Officer to ensure boating assets are properly maintained and details recorded.

Performance Review
The FT will have regular updates with the Unit Chair.

Getting the most out of your volunteering
It is really important that we provide guidance and support to make the most of your time as a Sea Cadet Corps (SCC) volunteer. Below is what you can expect from us to enable you to give us your

very best.

You can expect us to:

- Support you to understand your role, how to do it and the difference you make to the SCC
- Understand the skills and experience you have, as well as your aspirations for volunteering
- Provide you with an induction, ongoing support and training to undertake your volunteer role
- Provide regular updates about any developments in the charity that are relevant to you
- Value your contributions and providing you with potential opportunities to progress

Equal opportunities Statement
MSSC is committed to safeguarding and promoting the welfare of young people, with a child centred approach and expects all volunteers to share this commitment. MSSC aims, through the implementation of its Equality and Diversity Policy to ensure that no young person or volunteer receives less favourable treatment, is excluded from benefiting from its services (within the bounds of safety to themselves and others), or suffers disadvantage by reason of: class; ethnic origin; culture, nationality or race; gender; age; marital or sexual status; mental or physical ability; political or religious belief or unrelated criminal conviction unless the responsibilities of a role require us to do so in order to safeguard our cadets and volunteers.

Signature Blocks

Signed: ……. Date: ……...
UMT Facilities Trustee

Signed: ……. Date: ……...
Unit Chairperson