

VOLUNTEER ROLE DESCRIPTION

Role Title	Project Management Volunteer – Property/Facilities
Where	St Albans / Stevenage / Hatfield / Hertford / From home / Hybrid – specify split
Summary	As MiMH continues to grow the services it provides it does need from time-to-time expertise and skills in particular fields and professions. We have a wide-ranging array of talent and expertise within our existing volunteer community and are now looking for specific experience in the area of property and/or facilities management. Our aim is to either relocate or develop our existing premises within Stevenage and or St Albans later this year as part of our expansion.
Detailed role description	We are looking for a volunteer with experience in facilities contract or project management who can help us develop our plans to relocate from our existing premises to a new site. In particular we seek experience in selecting and managing contractors who will carry out the repairs/set up to the old and new buildings.
Skills	<ul style="list-style-type: none"> • Recent proven project management experience • Enthusiastic with a positive attitude • Reliable, responsible and punctual • Effective communicator
Main Tasks	<ul style="list-style-type: none"> • Develop Business case • Due Diligence – re. any planning, legal or other reasons not to go forward with move • Create timeline and tasks needed to complete • Research contractors and obtain quotes and manage timelines for work schedule
Expectations	<ul style="list-style-type: none"> • Time commitment (8-10 hours per month) • Attend meetings (e.g. Board Advisor/Trustee/Sub-committee – state for each role) • Attend the AGM • To promote the aims of MiMH in any relevant forum and support specific campaigns
Support offered	<p>Induction and training on the job</p> <p>Recommended training package</p> <p>Supervision and line management</p>
What impact will you make?	Your contribution will allow us to find and secure a new and improved premises where we can enhance our important service offerings in Hertfordshire.
Other information	<p>If you would like more information, please contact our volunteer coordinators: volunteering@mindinmidherts.org.uk</p> <p>If you are ready to apply, please complete our volunteer application form at: https://www.mindinmidherts.org.uk/get-involved/volunteering/</p>