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| **Role Title** | Building Management |
| **Location of position** | GMDT Office, 5, Benjamin House, Morpeth Railway Station, Morpeth, NE61 2SL |
| **Responsible to** | GMDT administration team/Board |
| **Purpose/ summary of role** | To support the Board and office administrators with advice and expertise on issues relating to the management and operation of the station building. |
| **Time Commitment** | **This is likely to be more ad hoc, advising on issues as and when they arise, but could also include advice on tenant relations etc.** |
| **Key Tasks – just examples** | 1. **Morpeth station is a grade II listed building, dating from 1847. The Trust led the project to restore the building to being fully occupied. The Trust now leases the building from Northern Railway for a peppercorn rent. The Trust sub-lets units within the building, including a café, and is responsible for the maintenance and operation of the building, paid from the rental income.** 2. **Advising on our responsibilities as a landlord and as a tenant.** 3. **Advising on tenant leases and issues as they arise.** |
| **Training Provided** | **You will know more about these topics than we do.** |
| **Reimbursement of expenses** | **Not provided for this role** |
| **Benefits to volunteer** | **Get to know the staff at GMDT.**  **Understand how the historic building operates**  **Contribute to our effectiveness.** |
| **Application Procedure** | X **Registration Form 🗆 Informal Interview**  **🗆 Reference 🗆 Trial Period** |
| **Contact Information** | **Leanne Baxter or Tracey Brown email them** [**info@gmdt.org**](mailto:info@gmdt.org) |