Greater Morpeth Development Trust
Regeneration of town & countryside
www.gmdt.org

Volunteer Role Description

Role Title	Station Manager
Location of position	GMDT Office, 5, Benjamin House, Morpeth Railway Station, Morpeth, NE61 2SL
Responsible to	GMDT Board – Vice Chair and Chair
Purpose/ summary of role	To lead on issues relating to the operation and maintenance of the station building, ensuring routine tasks are carried out and recommending solutions for less routine eventualities.
Time Commitment	2-3 hours a week – working with GMDT Admin staff in the maintenance of the station.
What we are looking for	• **Someone who likes trains and enjoys working with mechanical systems** • **Enjoy a challenge to understand the plant room and maintenance required** • **Someone willing to learn and take responsibility**
Key Tasks – just examples	**1. Liaison** 1.1 Liaise with admin staff, especially the one leading on the relevant topic (safety, building maintenance, etc) **2. Safety** 2.1 Ensure regular safety checks/inspections are carried and appropriate records maintained. 2.2 Ensure issues are flagged to the Chair and followed up as appropriate **3. Maintenance** 3.1 Monitor diary of regular maintenance to ensure contractors etc fulfil their contracts. 3.2 Report any issues arising to the Chair and follow up as appropriate. 3.3 Ensure appropriate records are maintained. **4. Repairs** 4.1 Monitor list of approved contractors. 4.2 Report repair issues arising to the Chair where appropriate. 4.3 Contact the relevant contractor to arrange remedial work. In the case of urgent repairs, initiate contact with relevant contractor. **5. Costs** 5.1 Ensure costs of all work are recorded accurately and identified for inclusion in the service charge where appropriate. **6. Inspections**

Volunteer Role Description

	6.1 Carry out regular visual inspections of the fabric and operation of the building (non-intrusive). 7. **Keeping the board informed** 7.1 Keeping the Board aware of station costs and financial budgets required to maintain the station.
Skills Required	We are looking for a person willing to bring energy, enthusiasm and commitment to the role, and who will take ownership of issues engaging with others to resolve any issues encountered. Anyone who has a love of Trains would find this role very enriching and have pride in maintaining one of the key stations on the North East main line. **Experience/Knowledge** Specialist technical knowledge is not a requirement. A basic understanding of the systems used in buildings, such as heating (especially air source heat pumps), electricity, alarms, etc would be helpful. What is essential is a practical approach and a willingness to learn/research from the available manuals and other sources.
Training Provided	An existing Station manager will be available to help the new person understand the role
Reimbursement of expenses	Not provided for this role
Benefits to volunteer	You will be a key individual who keeps helps to maintain a key station in the UK train network. Ensuring GMDT finances are in place to cover the maintenance work required to keep the station in its good order.
Application Procedure	X **Registration Form** ☐ **Informal Interview** ☐ **Reference** ☐ **Trial Period**
Contact Information	Richard Burrow **email him on** info@gmdt.org