



Volunteer Role Description

Role Title	Friends of Morpeth Station - Maintenance Team member
Location of position	GMDT Office, 5, Benjamin House, Morpeth Railway Station, Morpeth, NE61 2SL
Responsible to	GMDT Board – Vice Chair
Purpose/ summary of role	To lead on issues relating to the maintenance of the main station building, ensuring Internally and Externally that the main station building is maintained meeting GMDT's obligations as tenant of a Network Rail building.
Time Commitment	2-3 hours a week – working with GMDT Admin staff in the maintenance of the station.
What we are looking for	<ul style="list-style-type: none"> • Someone who likes trains and would enjoy the task of maintaining the main station building. • Enjoy painting and general diy jobs. • Willing to work in team of 3 planning maintenance work activities.
Key Tasks – just examples	<ol style="list-style-type: none"> 1. Liaison <ol style="list-style-type: none"> 1.1 Liaise with admin staff, especially the individual leading on the relevant topic (safety, building maintenance, etc.) 2. Safety <ol style="list-style-type: none"> 2.1 Ensure all work is carried out to Northern Railway safety guidelines. 2.2 Ensure issues are flagged to the Admin / Vice chair followed up as appropriate 3. Maintenance <ol style="list-style-type: none"> 3.1 Monitor schedule maintenance to ensure station maintained over the next 3-5 years 3.2 Report any issues arising to the admin / Vice Chair and follow up as appropriate. 3.3 Ensure appropriate records are maintained. 4. Repairs <ol style="list-style-type: none"> 4.1 Report repair issues arising to the Admin / Vice so funding can be scheduled for work to be completed. 4.2 This may involve working with a contractor to arrange remedial work. 5. Costs <ol style="list-style-type: none"> 5.1 Ensure costs of all work are recorded accurately and identified for inclusion in the service charge where appropriate. 6. Inspections



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	<p>6.1 Carry out regular visual inspections of the fabric and operation of the building (non-intrusive).</p> <p>7. Keeping the board informed</p> <p>7.1 Keeping the Board aware of station maintenance and costs to feed into financial budgets so the Board can plan funding as and when required.</p>
Skills Required	<p>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.</p> <p>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.</p> <p>Experience/Knowledge</p> <p>Specialist technical knowledge is not a requirement.</p> <p>A DIY enthusiast would enjoy the challenge of maintaining the station.</p>
Training Provided	GMDT team will be able to coach and guide you.
Reimbursement of expenses	Not provided for this role
Benefits to volunteer	<p>You will be a key individual who helps to maintain a key station in the UK train network.</p> <p>Ensuring GMDT finances are in place to cover the maintenance work required to keep the station in its good order.</p>
Application Procedure	<p>X Registration Form <input type="checkbox"/> Informal Interview</p> <p><input checked="" type="checkbox"/> Reference <input type="checkbox"/> Trial Period</p>
Contact Information	Dai Richards email him on info@gmdt.org