



## **Site supervisor Hertfordshire Guide Centre**

### **Background**

Girlguiding Hertfordshire is one of the largest counties in England. The site Supervisor is a key member of the support team, helping ensure members have access to safe, well-maintained facilities and enriching experiences. This is a paid role within a predominantly volunteer-led organisation.

### **Purpose of the role**

To maintain the Hertfordshire Guide Centre (HGC) to ensure it is safe, welcoming, compliant with statutory requirements, and in good repair.

### **Working hours**

- 3 hours per week minimum (flexible scheduling).
- Additional hours may be required for events, deliveries, or contractor visits.
- Attendance at evening committee meetings, approximately 4 a year, with time given in lieu.

### **Salary, expenses and leave**

- £12.50 per hour.
- Expenses are claimed from the county treasurer.
- Annual leave to be calculated and managed in accordance with Girlguiding Hertfordshire policies.

### **Employment details**

- Permanent position following a 3-month probationary period.
- Location: Hertfordshire Guide Centre, Cottered, SG9 9QP.

### **Responsible to**

Chair of the Hertfordshire Guide Centre management committee



## **Key responsibilities**

### **Maintenance**

- Perform minor repairs and routine maintenance.
- Ensure site security as a key holder and change codes on key safes.
- Obtain quotes for specialist work.
- Check contractors work is completed to required standard.
- Conduct health and safety checks.

### **Compliance**

- Carry out monthly compliance checks and maintain records.
- Ensure legal and safety standards are met.
- Maintain and update risk assessments.

### **Communication**

- Liaise regularly with the assistant county commissioner – membership support and HGC chair.
- Show prospective customers around the site.
- Participate actively in the HGC committee.

### **Supplier management**

- Liaise with and book contractors.
- Verify supplier credentials.

### **Financial oversight**

- Manage spending within approved budgets.
- Support budget planning with the HGC committee. Person Specification

### **Essential skills and attributes**

- Enthusiastic, reliable, and self-motivated
- Trustworthy and proactive
- Practical and confident with DIY tasks



- Able to work independently and collaboratively
- Cost-conscious in a charity setting
- Positive work ethic and pride in work
- Understanding of Girlguiding policies

### **Employment Requirements**

- Proof of eligibility to work in the UK
- Satisfactory references
- Already a Girlguiding member or willing to become one
- Completion of Girlguiding DBS check
- Completion of relevant training (e.g., safer guiding)
- Completion of additional training to support role will be given as required