



# **Site & Facilities Maintenance Assistant Application Information Pack**

# Welcome

At Scouts NI everyone is welcome. Every week more than 8,600 young people aged 4–25 take part in Scouting across Northern Ireland, supported by over 2,600 adult volunteers. Through our six sections, Squirrels, Beavers, Cubs, Scouts, Explorers and Network, we give young people the skills they need for school, work, challenges and big dreams.

We are strong advocates for diversity, equity and inclusion. We are guided by our values of integrity, respect, care, belief and cooperation. At a time when communities can feel divided, Scouting brings people together. We encourage our young people to do more, learn more and be more. As part of a worldwide movement, we are creating stronger communities and inspiring positive futures.

This role is an opportunity to be part of that journey and help us support even more young people across Northern Ireland.



**Stephen Bell**

Scouts NI Chief Volunteer



**Jonathan Gracey**

Scouts NI Chief Executive



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I want a new generation to learn the skills, friendship and belonging I felt when I needed them most. I want to show that the outdoors is a place for all of us to be at our best, that Scouts is truly open to all.



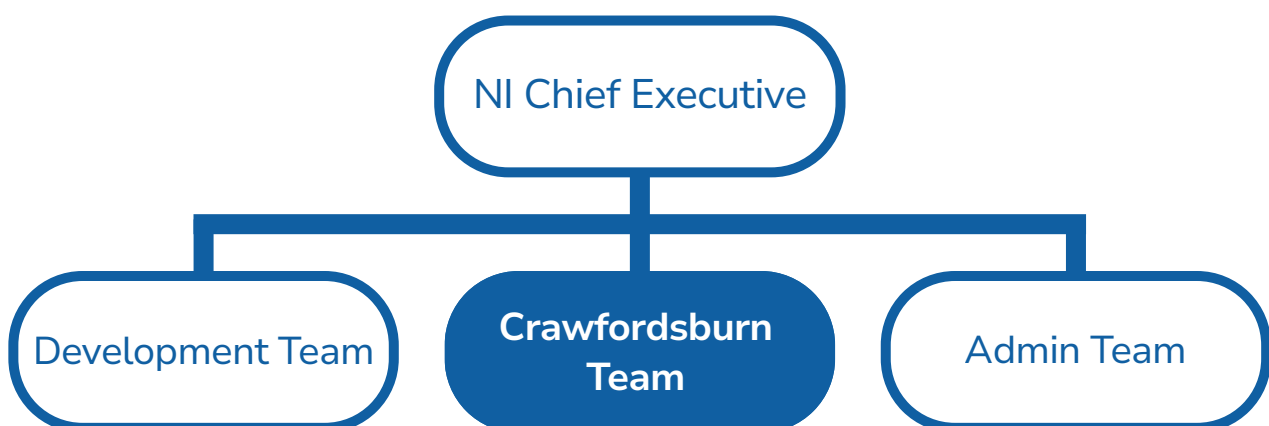
**Dwayne Fields**  
UK Chief Scout

# You'll be helping change young people's lives. But what else is there for you?

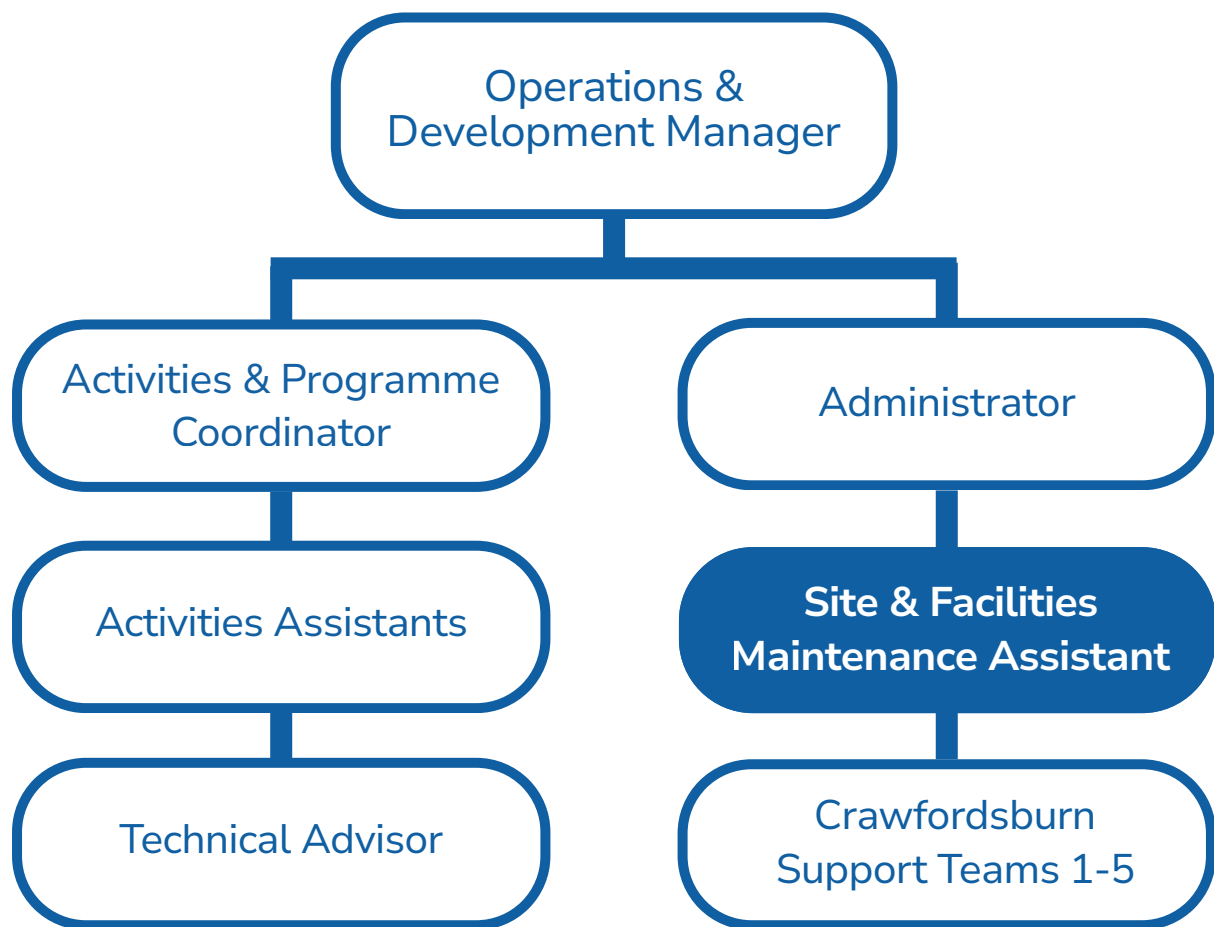
- **Work in a way that suits you**, your role and your department
- Plenty of opportunities for **learning** and **development**
- **34 days holiday** a year (pro rata) including statutory days (or equivalent days in lieu) which must be agreed with your manager in advance
- When you're at the office, you'll be surrounded by **22 acres of beautiful woodland** at Crawfordsburn Activity Centre
- **Free Parking** at Crawfordsburn Activity Centre

## How we're structured

- Scouts NI have two key locations, our **NI Headquarters** is based at Ardnavalley Scout Centre and our Scout Centre, **Crawfordsburn Activity Centre**.
- We have three key teams in Scouts NI:



# Crawfordsburn Team Structure:





# **We're the Crawfordsburn Team. We're doing well, but you can help us do better.**

Since the pandemic, society has been through so many hurdles and now we are finally getting back to doing things which feel like the 'old normal'. At Crawfordsburn Activity Centre we are changing how we do things to provide a premium service to everyone who uses our facilities.

The Crawfordsburn Team is a growing team and a key part of the work of Scouts NI, as well as working with schools and youth groups to help them achieve their full potential; connecting and engaging with new communities and sharing our key values of cooperation and integration!

If you join us, you have the chance to help make a difference in other people's lives, helping the Team in Crawfordsburn as we grow, develop and provide first class facilities and activities.

**Ian Paden**

Operations & Development Manager



# Job Description

## Site & Facilities Maintenance Assistant

**Responsible to:** Operations & Development Manager

**Team:** Crawfordsburn Team

**Base Location:** Crawfordsburn Activity Centre

**Term:** Permanent, part time.

The appointment is subject to completion of a satisfactory probationary period of not less than six months.

**Salary:** £13,369.00 per annum.

A mileage allowance will be payable for travel required to carry out the role.

**Hours:** Three days, 21 hours per week, working on Monday, Wednesday and Friday as directed by the Operations & Development Manager, to meet customer and operational requirements.

Work may be required on statutory holidays between March and September.

# Key Tasks

**The key responsibilities and tasks include but are not limited to the following:**

- Ensure the functionality, maintenance and appearance of all buildings are maintained to the highest standard.
- Ensure that all external areas of the site (camping areas, roadways, car parks, woodlands and compounds) are maintained to the highest standard.
- Undertake routine maintenance and minor repair work across the site.
- Implement the site wide system and schedules of regular inspections, testing, maintenance and cleaning of all facilities and equipment to include daily, weekly, monthly, quarterly and annual tests and maintenance of all buildings, equipment, site and woodlands.
- Maintain all necessary records for Health and Safety Management of buildings and the site.
- Maintain accurate records of maintenance activities, equipment checks and history, PPE and inventory records.
- Ensure the highest standards of Health and Safety compliance in all site buildings and infrastructure.
- Allocation of tasks and liaison with volunteer Support Team 5 (Tuesdays and Thursdays).
- Allocation of tasks and liaison with volunteer weekend Support Teams 1-4.
- If time permits, available to assist with on-site activities.
- Any other duties as required by the Operations and Development Manager.

## **Desirable (and if qualified in any of these) -**

Performing basic plumbing, joinery, painting, electrical and general maintenance jobs.



# About you

## Essential

1. Good organisational skills and ability to manage and prioritise a busy workload.
2. Experience of undertaking general repairs.
3. Experience of preventative maintenance.
4. Knowledge and experience of Health and Safety compliance.
5. Ability to work on own initiative.

## Desirable

1. Able to perform basic plumbing, joinery, painting, electrical and general maintenance jobs.
2. Previous experience of working on a site similar to Crawfordsburn Activity Centre.
3. Experience of working with machinery.
4. Experience of delivering outdoor activities to young people.

**In the event of a large number of applicants the appointments panel will apply some or all of the desirable criteria at short listing stage.**

# Get in touch and apply for that dream job today!

[Apply here](#)

The closing date for applications is 12 noon on **31 October 2025**.

First interviews will take place in person at Crawfordsburn Activity Centre on **12 November 2025**.



**Crawfordsburn Activity Centre**  
**20a Bridge Road South, Helen's Bay, Co. Down, BT19 1JT**