

Job Title: Trainee Building Inspector

Salary: £24,000 p/a

Contract Type: Full time



Location:

Your normal place of work is the GCHT offices at 54 Bell Street in Glasgow city centre, with meetings, site visits and events across Glasgow as required.

Hours of work:

The normal full time working week is one of 35 hours, Monday- Friday. GCHT offers flexible working within the core working hours from 10am to 4pm, with a minimum 30 minutes lunch break.

Annual leave:

Annual leave entitlement for full-time employees is 25 working days plus 12.5 public holidays.

Pension:

The Trust offers an auto-enrolment, local government contributory pension scheme for all staff (Strathclyde Pension Fund) with generous employer contributions.

Job Purpose:

This role will provide training and mentorship to someone starting out in their career within the built environment. It is an entry-level role suitable for someone who would like to expand their professional knowledge of maintaining and repairing historic buildings.

The successful candidate will get to develop their training plan and attend site visits and meetings, with the goal of gaining first-hand experience of working with traditional buildings and the skills and knowledge required to repair and maintain them. The aim of this role is to allow the successful candidate to develop their skill set such that they will become a key member of the GCHT team. This will also involve supporting the delivery of our historic environment grants and outreach work with professionals, heritage groups and the general public.

Reporting Relationship:

This role is co-line managed by the Built Heritage & Sustainability Officer and Historic Environment Grants Administrator. Their training will also be overseen by the Director.

Main Responsibilities:

- Establish a training programme with their line manager, identifying areas of professional development and training targets.
- Attend site visits and meetings, with a view to expanding their professional development and knowledge of working with historic buildings.
- Encourage the use of traditional skills and materials in the repair of Glasgow traditional buildings
- Monitor and direct Grant enquiries to the relevant member of the team.
- Assist with the processing of grant applications, evaluation reports and grant payments.
- Provide technical advice and support to professionals, heritage groups and the general public.
- Provide support to applicants, their agents and joint funders to maximise the effectiveness of our grant-making.
- Support other members of the Grants team to successfully deliver the Historic Environment Grants.
- Maintain paper and electronic files, for the assessment, management and monitoring of grants using bespoke systems, including compliance with audit procedures.
- Write minutes of Committee meetings.
- Carry out any other duties which the Board of Trustees or the Director deems appropriate.

Person specification:**Essential qualifications and experience:**

- Interest in protecting and maintaining Glasgow's historic built environment
- Degree in building related subject i.e. architecture, surveying or equivalent, or equivalent experience

Desirable qualifications and experience:

- Membership or accreditation of a relevant professional body, or the desire to pursue such.

Essential skills, aptitudes and abilities:

- Strong experience of writing and presenting information in a clear and concise manner
- Able to manage a number of tasks/projects simultaneously, as well as prioritise and meet deadlines
- Must be IT literate
- Ability to interpret complex written and numerical information to a high standard
- Team player also able to work effectively alone with minimum supervision
- Appropriately handle sensitive and confidential information and situations both internally and externally
- Ability to work flexibly to meet the requirements of the office