



Facilities – Project Management Volunteer Intern Role Description

Role Title:	Facilities – Project Management Volunteer Intern
Location:	Edinburgh Dog and Cat Home, 26 Seafield Road East, Edinburgh, EH15 1EH.
Opportunity Details:	The Facilities Project Management Intern is an opportunity to help an animal welfare charity during a time of refurbishments and renewal.
Responsible to:	Head of Business Support
Key Tasks:	Assist the Head of Business Support in the day to day administration of health and safety for the site. Carry out risk assessments, site surveys, asset surveys, and organise repairs. Assist in project managing site works, collecting quotes, applying for any planning permissions, and organising tradesmen.
Hours:	25 hours per week, we offer flexible arrangements
Duration:	8 – 12 weeks
Training:	No formal experience or skills are required for this opportunity, however, we are particularly interested in facilities management, business management, and students of architecture. <u>Induction Training:</u> Full introduction to the organisation will be given, as well as guidance in each aspect of the role. <u>Ongoing Training:</u> Time to access to other training courses as required which would assist you in your role.



Personal Qualities:

Enthusiastic approach, an interest in facilities management, health and safety, and project management, as well as an understanding of the importance of a regular commitment.

Expenses:

Actual travel expenses can be reimbursed to a maximum of £4 per day.