

**We need
people
who are
great with
people.**



Applicant Information Pack Facilities Technician- Youlbury



Hello and welcome	3
What's in it for you?	4
How we're structured	5
The Facilities Team	6
The role	7 - 9
How to apply	10

Hello, it's you we're looking for.

We're Scouts and everyone's welcome here - all genders, races and backgrounds, as well as disabilities and those from the LGBTQ+ community. We give over 400,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across the UK, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

We were voted Charity of the Year in 2022, and we are accredited with Investors in People Gold Standard.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.



Carl Hankinson, UK Chief Volunteer



Aidan Jones, Chief Executive

Visit the Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'

Carl Hankinson, UK Chief Volunteer



Chief Scout, Dwayne Fields, Polar Explorer & TV Presenter (second from left) with celebrity chef Levi Roots (third from left) with our Scouts at 10 Downing Street, London UK

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

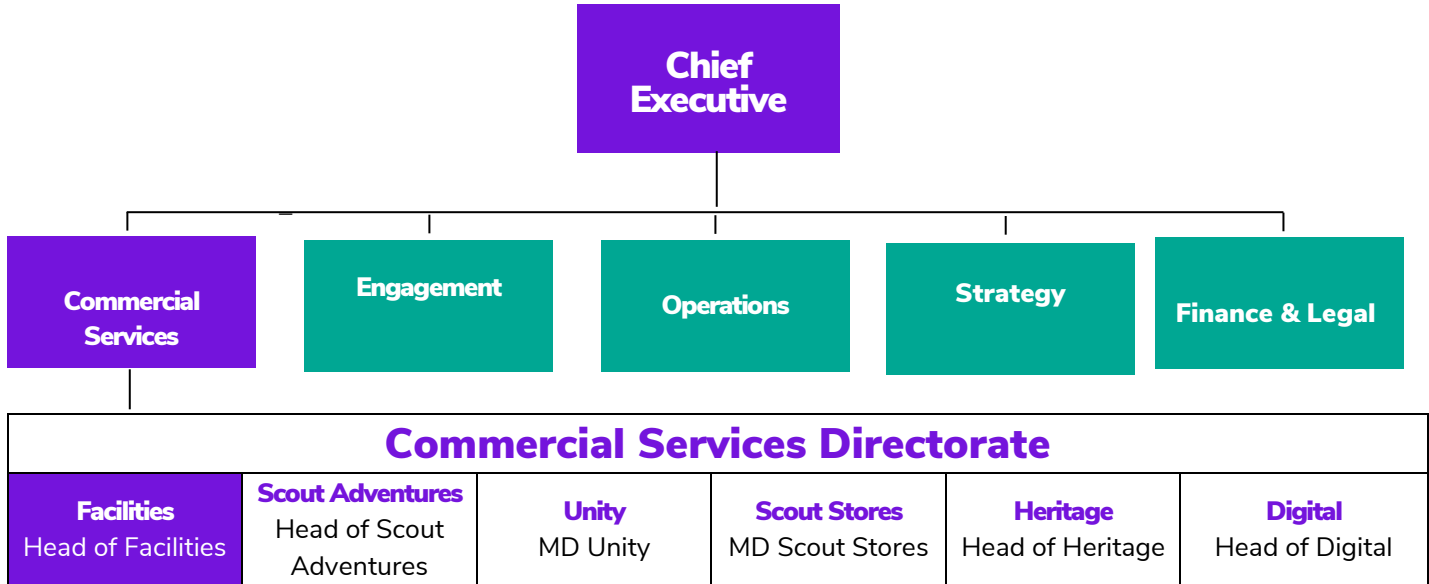
- Work in a way that suits you, your role and your department
- Be proud to say you're part of a team with [Investors in People \(Gold\)](#)
- Plenty of opportunity for learning and development
- 28 days holiday a year, plus bank holidays rising to 32 days after two years, (and we don't insist you go camping).
- Four extra days to look after your family when they need you
- Three extra days over Christmas (that's our gift to you)
- When you're at the office, you'll be surrounded by 100 acres of beautiful woodland (that means lovely lunchtime walks)
- Be part of a team that believes having fun's important too, with team days, charity days and our interactive Scout-themed collaboration hub (think tents!) creating a great informal environment for meeting and working.

Want to know more?

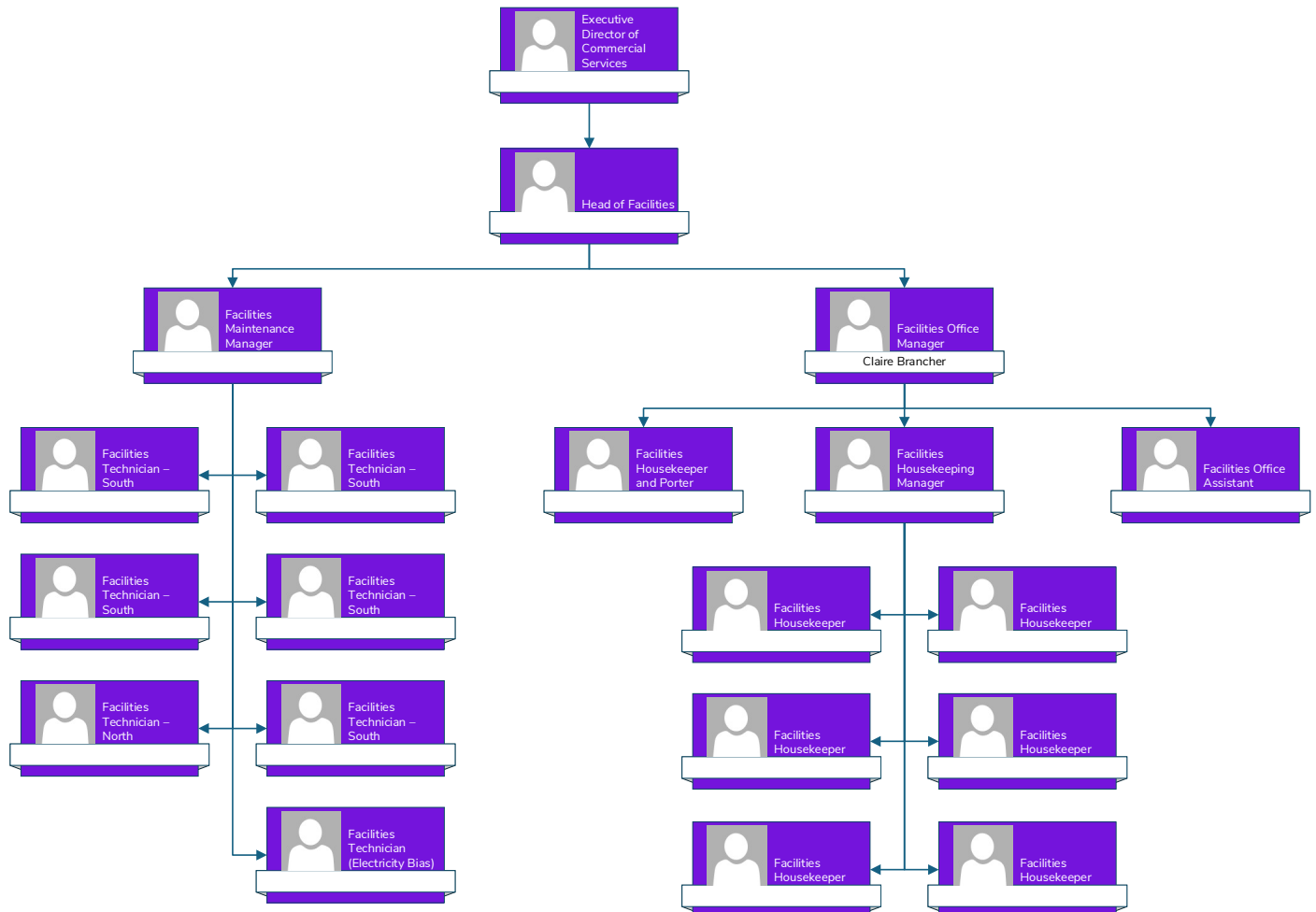
Check out our [benefits page](#)

How we're structured

Our UK headquarters is based at Gilwell Park, Chingford, London, and is divided into five directorates:



Facilities Team Structure:



We're the Facilities Team.

We're doing well, but you can help us do better.

The Facilities team is collaborative, professional, and values high standards, shared accountability, and continuous improvement. The culture is supportive and trust based, with people encouraged to work independently while staying closely connected as a team across HQ owned and operated sites. What's great about working here is the opportunity to have real impact- your work directly improves safety, compliance, and the day-to-day experience of young people using our buildings. The team works openly with colleagues and contractors, value practical value for money solutions, and is committed to learning, data led decision-making, and doing the right thing, not just meeting minimum requirements

You'll make a visible difference every day, your work directly keeps buildings safe, functional, and welcoming for young people, staff, volunteers, and visitors. You can see the impact of what you do on a daily basis. As a team we deliver high-quality planned and reactive maintenance across the estate, working flexibly across multiple trades. Each member of the team manages their own workload, including ordering materials, arranging access, and keeping digital job records up to date

Key duties include, carrying out maintenance and repairs, inspecting sites proactively, diagnose faults, identify risks early, and recommend improvements to extend asset life. We also carry out compliance monitoring and PPM, ensuring all work meets legal, safety, and industry standards. The role acts as the onsite contact for contractors and support small projects, ensuring work is carried out safely and to a good standard

Nathan Cox
Head of Facilities



About the role

Responsible to:	Facilities Maintenance Manager
Department:	Facilities
Base Location:	Youlbury, Oxford, OX1 5HD
Role supports hybrid working:	No, based on site
Term:	Permanent
Salary:	£33,370 per annum, Band D, Level 3, including an MS
Hours:	35 hours per week
Line Management Responsibility:	n/a
Internal Relationships:	Scout Adventures
External Relationships:	Contractors and Suppliers
DBS:	Basic

What's expected?

As a Facilities Technician, you'll look after the day-to-day maintenance of buildings and the wider site to make sure everything is safe, compliant, and in good working order. Your work will help create welcoming, functional spaces for young people, staff, volunteers, and visitors

You'll carry out a mix of planned and reactive maintenance, working across multiple trades such as building fabric, plumbing, basic electrical, decorating, and general repairs. You'll regularly inspect the site, identify issues early, and suggest improvements to prevent problems and extend the life of buildings and equipment

You'll manage your own workload, including prioritising jobs, ordering materials, arranging access, and keeping job records up to date using digital systems. Working safely is a key part of the role, so you'll follow risk assessments, permits to work, and all health and safety procedures at all times, and report any incidents or hazards promptly

You'll also act as the on-site contact for contractors, making sure external works are carried out safely and to a good standard. From time to time, you'll support small projects and wider maintenance works, working collaboratively with colleagues, Centre Managers, and local volunteers

This is an excellent opportunity for a hands-on multi-trade candidate who enjoys rolling up their sleeves and getting stuck in working on unique and varied sites set amongst a natural forest location.

Key accountabilities

- Deliver high-quality repair and maintenance work across multiple trades in a flexible and cost-effective way, ensuring tasks are completed efficiently and to a high standard.
- Proactively inspect sites to fault find, diagnose issues, identify potential problems early, and suggest continuous improvements to maximise asset life cycles.
- Carry out compliance actions including monitoring, planned preventative maintenance (PPM), and reactive maintenance across buildings and estate systems (e.g. roofing, decorating, plumbing, and electrical works), in line with industry standards.
- Self-manage and prioritise workload, including arranging access, ordering materials, and updating job systems to ensure accurate records are maintained.
- Maintain a base line knowledge of building fabric, plant, and equipment on site.
- Ensure all tasks are completed in line with department risk assessments and management procedures, following permits to work and internal processes at all times. Comply fully with statutory and legislative requirements, and the Scout Association's health and safety policy.
- Report all incidents, accidents, near misses, and hazards immediately through management channels.
- Take ownership of workshops, tools, and equipment, ensuring they are returned, stocked, and kept tidy.
- Support the wider team on capital and operational projects, contributing to planning, enabling works, to ensure overall project aims are achieved
- Be the onsite contact for external contractors, ensuring work is carried out safely and to an acceptable quality standard and on-site inductions completed and permits issued.
- Work collaboratively with local volunteers and Centre Managers to plan and deliver small projects on site, ensuring appropriate risk assessments, materials, and safe working practices.
- Undertake any other reasonable duties as requested by the Facilities Maintenance Manager

About you

Experience

- Proven hands-on experience in multi-trade facilities, estates, maintenance role
- Experience in being the onsite contact for contractors
- Experience in receiving and completing tasks via digital job reporting systems

Skills, Abilities & Knowledge

- Full UK driving licence and the ability to travel to all TSA sites within the group.
- Knowledge of built infrastructure
- Ability to read and interpret building plans and action reports such as legionella and fire risk assessments
- Must be physically fit and able to lift loads of up to 25kg
- High-level verbal and written communication skills.
- Ability to manage multiple priorities and work effectively under pressure.
- Basic abilities to use Microsoft Office (Word, Excel, Outlook, Teams)
- Good knowledge and awareness of relevant health and safety
- Working Knowledge of wider trade disciplines with the ability to complete multi-trade works

Values & Personal Qualities

- Self-motivated, with the ability to work independently and as part of a wider remote team.
- Flexible, proactive, and solution-focused.
- Resilient, accountable, and committed to high standards.
- Ability to self-prioritise and self-manage

Education & Qualifications

- Completed a recognised City & Guilds or NVQ Diploma (or equivalent) in a trade such as carpentry, plumbing, electrical
- Current industry training in; (or willing to learn and go on course)
 - Part P
 - Legionella awareness
 - Asbestos awareness
 - COSHH
 - Manual handling
 - Working at height
 - Abrasive wheels
 - Fire marshal
 - First aid at work

Equity, Diversity & Inclusion

The Scouts is an equal opportunities employer, and we are committed to fostering an inclusive environment where everyone feels valued and empowered to contribute. We offer flexible working arrangements to support diverse needs and lifestyles, ensuring that our teams can thrive both professionally and personally. We welcome and encourage applicants from all walks of life, believing that varied perspectives strengthen our innovation and community. Your unique experiences and ideas are essential to our success, and we look forward to hearing from all voices.

How to apply

Before making an application, please make sure that you've read the [Recruitment and Selection Policy](#).

Please submit an application by 11:59 pm on Sunday 31st May 2026.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Scouts is an inclusive organisation, and we are committed to creating a recruitment process that is accessible to everyone. If you need support during the application process, please email recruitment@scouts.org.uk, and we will endeavour to support your accessibility needs.

If you are shortlisted for an interview, we will ask you whether you require any adjustments or support to participate fully in the selection process.

[Interviews will be held on Wednesday 17th June 2026 in person at Youlbury](#)

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact Jack.richardson@scouts.org.uk to set up a call or virtual meeting.