



Job title	Building Services Manager
Salary	£15-£20 per hour depending on experience
Role	Part time
Hours	Up to 18 hours a week on a flexible basis
Based at	Main site - Carrow House, Norwich, NR1 2TG
Contract term	Two years from November 2025

About us

Norwich Unity Hub is a charity whose aim is to provide reasonably priced premises for the Voluntary, Community and Social Enterprise (VCSE) sector helping to develop capacity in the sector and build a thriving community.

We are seeking to establish vibrant, diverse and inclusive community hubs that meet the operational needs of local charities and social enterprises, and fosters collaboration, creative synergy, cost effectiveness and a commitment to environmental sustainability.

Carrow House is a property we have leased from Norwich City Council on a fixed term lease and currently houses over 20 VCSE sector groups as well as having space available for event hire and an extensive garden.

As we continue to grow and improve our facilities, we are seeking a part-time Building Services Manager to ensure our buildings meet all relevant UK Building Regulations and compliance standards.

Job specification

This role is ideal for a qualified professional who wants to make a meaningful impact in the voluntary sector. You'll oversee the compliance of our building services—mechanical, electrical, and public health—ensuring our spaces are safe, accessible, and legally compliant.

Key Responsibilities

- Ensure all building services comply with current UK Building Regulations (Parts A–P) and statutory requirements.
- Conduct periodic compliance checks and advise on remedial actions.
- Maintain accurate records of inspections, certifications, and maintenance schedules.

- Liaise with contractors, inspectors, and local authorities to support approvals and upgrades.
- Advise trustees and staff on regulatory changes and their implications.
- Support our commitment to sustainability and accessibility, including compliance with Part L (energy) and Part M (access).
- Support the caretaker, manage their weekly task list and liaise as required.

General requirements

- You will be directly responsible to the board of trustees.
- All employees will be expected to be flexible in their hours and duties and carry out any other duties as requested
- Duties and responsibilities must be carried out in accordance with the charity's policies and procedures, within legislation and any code of professional ethics of relevant professional body
- To demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and adults at risk

Person Specification

- Experience in building services, facilities management, or compliance within the UK.
- Strong understanding of UK Building Regulations and health & safety standards.
- Relevant qualifications in Building Services, Engineering, or Construction (or equivalent experience).
- Excellent organisational skills and attention to detail.
- Commitment to inclusive, community-focused values.
- Ability to work independently and communicate clearly with non-technical stakeholders.

What We Offer

- A flexible, part-time role that fits around other commitments.
- Opportunity to contribute to a charity making a real difference in Norwich.
- Supportive team culture and a chance to shape our facilities strategy.
- Training and development opportunities where needed.

Please send cv to : admin@norwichunityhub.co.uk by 14th November 2025