



**Broadband for the Rural North Ltd, Station Yard, Melling, Carnforth LA6 2QY
Registration no. 31352R**

Position: Network Mapping Changes
Reports to: Head of Network Build
Line Manager to: None.
Salary Band: £17k to £20k

ROLE

- Work alongside the Network Build Project Coordinator(s) to realise any moves/adds/changes to the network plan and update our documentation as necessary.
- Liaise with volunteers and contractors to document these network build updates and changes to the original plan.
- Ensure the Wayleaves administrators are made aware of any moves/adds/changes so that agreements can be updated as required.

REQUIREMENTS

- This post requires the ongoing possession of a full, valid driving licence.

RESPONSIBILITIES

- Work closely with the Network Build Project Coordinators to engage and act on any moves/adds/changes in a timely fashion.
- Liaise with community champions, contractors, and B4RN engineering teams to ensure network plans are accurate and comprehensive.
- Working alongside the Wayleaves Administrator(s) to ensure that the wayleave procedure is followed, which includes making sure documentation is accurate as per the network design, and paper trail is completed.
- Use the Microsoft Office Suite, such as Excel and Word, alongside other systems and processes to carry out duties.
- Such other duties appropriate to the grade as may be directed by line management.

BENEFITS

In addition to any which may be mentioned elsewhere in this statement, your position has the benefit of:

- I. expenses
- II. company uniform
- III. Death in Service 4xSalary
- IV. Long-term sickness cover
- V. Employee Assistance Programme

Details of the above are shown separately. The details included at i-v, above do not form part of your contract of employment and may be amended or withdrawn at any time.