

1. Overview

The Association for Specialist Fire Protection, the leading trade association representing the passive fire protection sector in the UK and Ireland, is seeking a part-time Technical Officer.

The Technical Officer is responsible for the drafting, upkeep and revision of all the Association's technical publications which include its 'Colour Books' on the use, specification, regulations and fire testing of passive fire protection products; a range of Technical Guidance Documents and Advisory Notes; as well as targeted reference books.

These documents are developed by the Association's Technical Committee and Technical Task Groups, consisting of member representatives, and the Technical Officer is responsible for managing these Task Groups, as well as supporting the work of the Association's other Officers and Task Groups in developing policy and undertaking marketing activities.

The Technical Officer will also take an active role in the Association's training and educational activities, and will be responsible for developing and delivering presentations at ASFP seminars and external conference, exhibition and training events; drafting technical papers and articles for publication; and answering e-mail and telephone enquiries from the Association's technical enquiry service.

The Technical Officer may also offer support to the European Association for Passive Fire Protection (EAPFP) and work with other EAPFP members in communicating with the European Commission with regards to technical issues affecting the passive fire protection sector such as CE marking and European standards.

Reporting to the Association's Chief Operating Officer, the Technical Officer will work an average of two days per week, although actual hours may fluctuate to meet demand. As well as technical knowledge and experience, applicants must have excellent verbal and written communication skills and be highly organised and self-motivated to ensure objectives can be achieved in agreed timescales.

This home-working role is likely to suit a freelance consultant, or a recently or near retired person with a technical background in construction, preferably in passive fire protection.

2. General requirements

- Individual with a technical background in construction and preferably passive fire protection. The position would suit a person nearing or recently retired, but this is not a pre-requisite
- The individual can also work for another company or organisation at the same time, but preferably not one who is a manufacturer of passive fire protection
- The job will take an average of 2 days a week. The actual number of days per week may fluctuate according to demands of meetings etc.
- Work from home under direction of Niall Rowan Chief Operating Officer
- Good written skills
- Good verbal skills
- Good organisational skills
- Must be self-motivated to achieve objectives in agreed timescales etc.
- Start at beginning of 2017.

3. Responsibilities

- Responsible for drafting upkeep and periodic revision of all the Associations technical publications which include:
 - **'Colour Books'** on the use, specification, regulations and fire testing of passive fire protection products
 - **Technical Guidance Documents** or codes of practice, relating mainly to installation issues with passive fire protection
 - **Advisory Notes** – one page documents for rapid flagging to third parties
 - **Fire risk assessors guide** to PFP when undertaking fire risk assessments
 - **Best practice guide to Passive Fire Protection**
 - **ASFP on-site guide to firestopping**

- Responsible for running of Technical Committee and Task Groups which include:
 - **TG1 – Reactive (intumescent) Coatings**
 - **TG2 – Non-reactive Products (Boards, sprays, renders)**
 - **TG3 – Firestopping (penetration and linear joint seals and cavity barriers)**
 - TG4 – Reaction to Fire (currently dormant)
 - TG5 – Non-loadbearing partitions (currently dormant)
 - **TG6 – Ducts and Dampers (fire resisting/smoke extraction ducts &dampers)**
 - **TG7 – Active fire barrier curtains (new)**
 - **ASFP Technical Committee** which manages the Task Groups and prepare documents for publication.

- Providing a technical enquiry service to members and non-members alike which includes answering e-mail and telephone enquiries. We will probably soon limit this to members only in 2017.

- Giving presentations on behalf of the Association on the use of passive fire protection products and on the work of the association. Approximately 5 p.a.

- Writing articles on passive fire protection for trade press etc. Usually 3 per year.

- Supporting the European Association for Passive Fire Protection (EAPFP) as their Technical Officer in a similar way to the ASFP role.