

HEATHHALL COMMUNITY CENTRE COMMITTEE

Volunteer Roles – Occasional Volunteer

Version 1.0

June 2022



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1. General Responsibilities

- To ensure that Heathhall Community Centre Committee (HCCC) complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To safeguard the good name and values of the organisation.
- To protect the property of the Community Centre

In addition to the above statutory duties, each volunteer should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or other issues in which the trustee has special expertise.

2. Additional Duties

Either personally or by delegation, the volunteer may be involved in:

- Supporting with the organisation and running of HCCC run events and activities. For example, weekly Bingo or occasional music events.
- Supporting with promotion of the Centre and its activities.
- Attend any appropriate training. For example, IT, First Aid, Food Hygiene.
- May choose to be a key holder of the Centre and open / close the Centre as required for occasional bookings or contractor access.
- Will be offered to attend 2 committee meetings a year as well as AGM / EGM.
- To support the Board Officers with any specific occasional administration duties. For example, leaflet drop.
- Occasional cleaning, gardening, maintenance and decoration of the Centre.

3. Occasional Volunteer Person Specification

- Commitment to the organisation
- Willingness and enthusiasm to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Ability to work effectively as a member of a team
- Excellent interpersonal skills with the ability to communicate with a diverse range of people including management, clients and contractors.
- Confidence in managing difficult people and situations.
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Organisational ability.

4. Disclosure

Depending on the interests of the volunteer and needs of the organisation, volunteers may need to complete a PVG, Police Check form if working with vulnerable adults and / or young people.

5. Monitoring and Review

This job role description endorsed by Heathhall Community Centre Committee and is due for review every 2 years.

This policy was implemented on:(date)

This policy was last reviewed on:(date)

Signed: Chair: (print)

Date: