



Volunteer Role Description

New Quay Community Hub @ The Memorial Hall

Title	Caretaker
Responsible to	Charity Committee
Base	Memorial Hall

What is a Caretaker?

A caretaker keeps an eye on the safety and security of the hall, is a keyholder to allow access to hirers, and works with the cleaning and maintenance teams to maintain the hall. Most hall users will gain access to the hall via keycodes, but some users, such as for private parties, will need to be given access, given a safety briefing and the hall checked and locked after their activity. This may be in unsociable hours.

What's in it for you:

- Join a friendly team who are passionate about New Quay and the Memorial Hall.
- Use your skills and experiences in a constructive and meaningful way.
- Meet new people and become a known and respected member of your community.
- Make a difference to your Local Community.
- Help others who may be struggling.
- Be part of our organisation and support us making a difference to people's lives.

What's involved:

- Keeping the Hall accessible, safe and in good condition.
- Working with our Charity Committee, Booking secretary, cleaners, and the maintenance crew.
- Responsible for building security and be registered as a keyholder.
- Provide access to Hall users as required and to check and lock up at the end of their activity.
- Perform weekly checks on fire safety equipment, access, and alarm systems.
- Provide induction tours to potential and new Hall hirers.
- Inform the development officer of your volunteering hours at least once a month.

Who is the role suitable for:

Somebody within walking distance or a very short drive from the Memorial Hall.

Time Commitment

One hour per week to perform building safety checks and to coordinate with cleaning and maintenance crews. In addition, responding to call outs and providing building access and tours, as required.

Contacts

Volunteer Coordinator	John Barrett, 07949 426609, john.barrett@nqch.org.uk
First Aid	John Barrett
Safeguarding	John Barrett
Activity Coordinator	John Barrett

Training

All volunteers are offered an induction to include a tour of the building, information on safety procedures and information about our charity. This can be arranged with the development officer at a mutually convenient time, even outside your normal volunteering hours.

You will be offered First Aid training at the first available opportunity.

You will be offered Manual Handling training at the first available opportunity.

Support

You will receive ongoing support from the Charity Committee and from the volunteer coordinator by way of one-to-one meetings, news bulletins, telephone, email and text support, ongoing and updated training, and other support. The frequency of these will be determined by the time commitment of the volunteer and their individual needs.

Resources

Materials required to complete jobs will be provided.

Expenses

Pre-approved out of pocket expenses are re-imbursed at the committee's discretion.

The do's, and don'ts of volunteering with New Quay Memorial Hall

- Do let us know if you need support to carry out your volunteering role.
- Do ensure you are clear on the expectations of your role.
- Do keep in touch with your Volunteering Co-ordinator.
- Do ensure you have a safe volunteering environment whether you are volunteering from home or in the office.
- Don't be afraid to raise concerns and problems. An open honest discussion can often clear the air and sort things out. If you cannot talk to anyone else, please talk to the Volunteer coordinator or a trustee.

Role description created

01/02/2024