



Hall Administration task group: Caretaking and maintenance

Staff: Scarth Hall employs a part-time Caretaker

Scarth Hall is committed to ensuring that all users of the Scarth Hall have access rooms and facilities that are clean, maintained and secure, with rooms heated as required. The Caretaker and contract cleaners require volunteer support in order to maintain the Hall to the required standard.

Responsibilities:

- Open up and lock up the Hall for one-off hires and regular users
- Open up for tradespeople (eg service companies) and visitors (eg potential hirers)
- Welcome and interact with Hall users in a friendly a professional way
- Set up & put away tables and chairs and equipment before and after events and hires
- Carry out Induction for all hirers using Induction Form & Booking Conditions (this may also be done by a volunteer from the Hires and bookings Task Group)
- Help to ensure that all Hall users are aware of the correct procedures and standards
- Arrange the external cleaning schedule
- Programming the heating system for different users
- Arrange and record maintenance & servicing for kitchen equipment, heating equipment
- Ensure Hall security
- Maintain a list of keyholders
- Check and clean toilet facilities
- Wipe down surfaces
- Mop and Hoover

See also: Maintenance Schedule

Training and supervision

Volunteers will be asked to attend Task Group meetings and one to one supervision with the Task Group lead, undertake training courses/workshops where necessary, and take part in volunteer activities. Expenses will be paid subject to approval by the Task Group lead.

Time commitment

This will vary depending on what responsibilities you take on and what support the Caretaker needs.

Benefits of volunteering with Scarth Hall

If you already attend events and take part in activities at Scarth Hall, you'll know that this is an increasingly busy venue, at the heart of the community. Becoming a volunteer is an opportunity to become more involved with your village hall, and to help shape its future.

In return for giving your time and sharing your knowledge and experience to support Scarth Hall, you'll meet new people and learn new skills (for example team & leadership, technical, practical, marketing, administrative). There are volunteer opportunities to suit a wide range of interests and we'll arrange training where appropriate to support your development.



Hall Administration task group: Hires and bookings

Staff: The Scarth Hall Community Engagement & Development Manager currently takes the lead many of the tasks in this area.

Responsibilities:

One-off bookings

- Take enquiries by phone, email, in person
- Interact with hirers and enquirers in a friendly and professional way
- Prepare and distribute Booking Form
- Ensure that hirers are aware of and have signed up to the Booking Conditions
- Update the online diary and backup diary
- Liaise with the Bar Manager and other Task Groups as needed (eg Hospitality & Catering)
- Carry out an induction (this may also be done by a volunteer from the Caretaking and maintenance Task Group)

Regular hires/user groups

- Liaise with User Groups including attendance at User Group Forum meetings
- Help with initial induction & refresher induction for regular hirers
- Ensure compliance with and understanding of Booking Conditions
- Ensure groups are aware of available facilities and services and how to use these

Training and supervision

Volunteers will be asked to attend Task Group meetings and one to one supervision with the Task Group lead, undertake training courses/workshops where necessary, and take part in volunteer activities. Expenses will be paid subject to approval by the Task Group lead.

Time commitment

This will vary depending on what responsibilities you take on and what support the Community Engagement & Development Manager needs.

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Hall Administration task group: IT & Technical

Scarth Hall has a range of modern, high quality equipment for the benefit of everyone who uses the Hall. This includes:

- IT suite with laptops, tablets and printers and TV/projection screen
- Sound/PA system in the main hall
- TV/projection screen at Hall entrance and in the Bistro
- Cinema screen in main hall

Scarth Hall runs film nights open to the public, and holds an umbrella licence for private film screenings. We are a popular venue for business meetings with a projection screen in the IT suite and free wifi throughout the building. There is a volunteer-led Internet Café and we've hosted beginners' computer courses run by the YMCA.

Responsibilities:

- Assist with setting up IT & technical equipment
- Show hirers/users how to use equipment correctly
- Research and advise on future purchases and updates to IT and technical equipment
- Keep the inventory up-to-date
- Maintain software licences including anti-virus software
- Ensure the security and safe storage of IT equipment
- Arrange for hirers/users to sign-out any items
- Research screening licences for film nights

'Front-of house' and customer liaison

- Project films on cinema nights
- Operate the sound desk and lights for Open Mic nights, concerts and shows
- Liaise with hirers/promoters/artists regarding technical requirements
- Show hirers/users how to use equipment correctly
- Help with the Scarth Hall Internet Café/IT suite

Training and supervision

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Time commitment

This will vary depending on what responsibilities you take on, with a more intensive commitment during film nights, open mic nights, concerts, or for a business hire.

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