



## VOLUNTEER ROLE DESCRIPTION

<b>Job Title:</b>	Volunteer Keyholder
<b>Location:</b>	Winterbourne Medieval Barn, Church Lane, Winterbourne, BS36 1SE
<b>Hours:</b>	Variable depending on event length. Includes weekday, weekend, and evening events

### Purpose of the role

The Trust is looking for volunteers to act as keyholders for our smaller events. Keyholders will make sure that the building and its visitors are well looked after, and that events run safely and to time.

These events vary, from craft workshops, wellness events, and talks. The Trust also host private events such as parties and weddings, which volunteers may be asked to support from time-to time should they wish to.

It is important to us that our volunteers feel supported in their roles, so we will provide training and support in all areas of the role. While some experience in Events or Hospitality is beneficial, all you need is a friendly, welcoming, and helpful attitude, and we can train you on the rest!

### Main Duties & Responsibilities

The Volunteer Keyholder is the main point of contact for performers, workshop facilitators, and attendees on the day of event. They will be fully briefed for each event by the Events Programme Coordinator, and on the day they are responsible for:

- Opening and closing the building for events
- Ensuring that all relevant Health and Safety procedures are followed (Checklist)
- Welcoming facilitators, performers, and event attendees.
- Respond to questions promptly in a friendly and helpful manner
- Light cleaning tasks
- Being on hand during events to assist those using the space, e.g. explaining how things work
- To ensure the historic buildings are treated with respect
- Proactively mitigate any potential health, safety, or safeguarding issues
- Some light manual handling
- Occasionally prepare and serve drinks and snacks
- Leading an evacuation in the event of an emergency
- Ensuring that event paperwork (checklist) is completed

If you are interested in getting involved and would like to find out more, please contact Sue Fox, Chair of Events & Publicity Committee [events@winterbournebarn.org.uk](mailto:events@winterbournebarn.org.uk)