

Role Description 6 - Insurance & Regulation Volunteers

Volunteering in insurance and regulation at Jubilee Hall is an important and varied role that helps keep the hall safe, compliant, and well managed. The work involves keeping an eye on key requirements such as insurance cover, licences, policies, risk assessments, and health and safety responsibilities, making sure the right checks and records are in place.

This role often means working quietly in the background, but it is essential to the smooth running of the hall. It can include reviewing documents, checking renewal dates, supporting safe working practices, helping trustees and volunteers understand their responsibilities, and making sure activities and events are supported by the correct procedures.

Although much of the work may not always be visible, it gives everyone confidence that Jubilee Hall is being run responsibly. By helping to protect the building, the volunteers, the visitors, and the wider community, the insurance and regulation volunteer plays a vital part in keeping the hall open, trusted, and fit for purpose.

1. Monitors insurance cover, licences, policies, and risk assessments
2. Ensures compliance with health & safety requirements
3. Reviews documents and checks renewal dates
4. Helps maintain safe working practices and proper procedures
5. Provides essential behind-the-scenes assurance that the hall is run responsibly