

Role Description 3 - Events, Clubs & Activities Organisers (Team needed)

Volunteering to help arrange and organise events and activities at Jubilee Hall is a rewarding way to bring people together and make the hall a busy, welcoming part of community life. And they do not have to be large or complicated.

This is critically important as the focus is to bring “new life” into the Jubilee Hall.

We see several volunteers involved, as the opportunities are very wide and varied and will probably require slightly different approaches, experiences and skillsets.

Some people may enjoy coming up with ideas, while others may prefer helping with lists. Contacting and communicating with prospective bookings, clubs, groups, or making sure everything runs smoothly. This really is a great opportunity for “like minded” volunteers to bring entertainment of differing types to the community.

Flexibility is the key to this team’s success, shared between several volunteers, with everyone contributing in a way that suits their time, confidence and skills. By helping to organise events and activities, volunteers create opportunities for people of all ages to meet, take part, enjoy themselves, and feel more connected to Jubilee Hall and the wider community.

Live music events

Are you a “wanna be” secret band manager. Want to get involved booking live entertainment for the community to enjoy.

Activities Organiser

Our village hall can be used for such a wide variety of activities to bring our community together. Coffee mornings, children’s activities, fairs, quiz nights, craft sessions, lunches, open days, fundraising events, family events, bingo, the list is almost endless.

Parents – A marvellous opportunity to build family activities!

Children’s activities – especially in the school holidays

1. **Bring people together** by helping make Jubilee Hall a lively, welcoming community space
2. **Plan events:** suggest ideas, contact stallholders/entertainers, organise “the details”
3. **Flexible involvement:** contribute according to your time, confidence, and skills
4. **Wide range of activities:** coffee mornings, children’s activities, fairs, quiz nights, craft sessions, lunches, open days, fundraising events
5. **Build community connection** by creating opportunities for all ages to meet and take part
6. **Coordinating practical support** — helping organise logistics and resources for community events
7. **Promoting events** — working with our “marketing team” provide information for regular updates on our website, social media platforms, flyers, and signage across the local area
8. **Prepare the hall:** working with other volunteers, ensure the hall is set up and ready for the “event”
9. **Support on the day:** If required, welcome visitors and keep things running smoothly
10. **Raising community awareness** — increasing visibility of Jubilee Hall and encouraging wider community engagement

Supplementary - Volunteer to run a club at the hall

Volunteering to run a club at Jubilee Hall is a great way to bring people together and make the hall a lively, welcoming place for all ages. A club could be something simple and friendly, such as a knit and natter group, a book club, a children's club, or another activity that encourages people to meet, chat, learn, and enjoy time together.

This role can be shaped around the interests, skills, and time a volunteer has to offer. Whether it is a regular group or an occasional activity, running a club helps create opportunities for children, adults, and older people to use the hall, build friendships, and feel part of the community.

1. **Create a regular activity** that brings people together
2. **Choose a simple, friendly format:** knit & natter, book club, children's club, social groups
3. **Shape the club around your interests,** skills, and available time
4. **Encourage connection:** chatting, learning, socialising, building friendships
5. **Support all ages** and help make the hall a vibrant part of local life