

Role Description 4 - Facilities & Operations

The former Angel Hotel in Brewood was an historic 19th-century coaching inn, with public records tracing it back to at least 1815 when it served as a bustling hub for the village. It was demolished in 1935, and the remainder of the building was repurposed into the Jubilee Hall.

Point being, we need to protect, conserve and love our Jubilee Hall, as it needs a great deal of TLC to maintain it daily and requires large investment to modernise to last another 200 plus years.

Facilities - We need help with “day to day” activities:

Weekly classes and clubs – unlocking and locking

Emergency Exit Lighting needs testing and recording once a month

Fire Alarm System test and record once per week

Contractors – liaison as required i.e. Cathedral Hygiene visit, Bryland Fire Service visits

Utilities – Gas, electric and water

Bar servicing – Liaise with suppliers, stock checking and cleaning cellar beer pipes

Operations

For the physical survival of the hall, we need to repair, refurbish and modernise many areas across the whole building. We need volunteers that are prepared to get involved with being part of a team that has a fantastic opportunity to rejuvenate our lovely building.

The volunteer helps by contacting local tradespeople and suppliers, gathering quotes for necessary repairs or projects, and comparing options to ensure value and quality. Once work is agreed, the volunteer coordinates with contractors, answers queries, and helps to ensure jobs are completed smoothly and on schedule. This role requires good communication and organisation skills and gives volunteers the chance to see positive changes take shape thanks to their efforts and contributes to the hall’s ongoing maintenance, helping to keep it safe, welcoming, and well cared for.

1. Contacts local tradespeople and suppliers to gather work quotes
2. Compares options to ensure value, quality, and suitability
3. Coordinates with contractors once work is agreed
4. Handles queries and helps keep jobs on schedule
5. Uses strong communication and organisation skills
6. Supports the hall’s upkeep and visible improvements
7. Liaising with Jubilee Hall committee for approval