

Wolvey Village Hall Foundation

Charitable Incorporated Organisation

DO YOU HAVE A FEW HOURS PER WEEK TO HELP SUPPORT YOUR LOCAL COMMUNITY AND
KEEP WOLVEY VILLAGE HALL PROVIDING ITS EXCELLENT SERVICE TO ALL WHO USE IT?
IF YES, THEN READ ON AND SIGN UP TO OUR FRIENDLY TEAM.

Due to changes in the Management Team and Trustees, we require immediate help with a number of roles within the team.

Trustees: - We need 2 Trustees to join the team to work alongside the current 2 Trustees and the 12 strong Management Committee.

Officers: - There are also 2 Officers roles which need to be filled, who will be a part of the Management Committee.
Chairman - this role is to chair all meetings to lead and guide the Trustees and the Management Committee, ensuring WVH follows the strict guidelines of the governing bodies i.e. Charity Commission.
Secretary - this role is to support the Trustees and the Management Committee throughout due process and administration of WVH.

Other Roles: - **Bookings Clerk** - this role is to manage the bookings and support the treasurer on a regular basis with invoicing and deposits etc... Ensuring all the documentation is in order.
Caretaker - this role is to carry out the weekly & monthly tasks to help keep WVH running smoothly and meet some of the 3rd party legal checks.

All of these roles will include tasks and activity schedules, but help is always at hand with full guidance and support. There may also be some financial recompense available for some of these activities, such as the booking clerk. Attendance at monthly meetings is also required.

There is nothing over onerous so would suit someone with time on their hands and who wishes to join the busy and vibrant existing team and help deliver a service to the local community.

If you are interested in one or more of these roles and would like some more information, please call us on 07880 807056 or email us at: admin@wolveyvillagehall.co.uk

You can also come along when we have an event to see what we do; next big event is the monthly Coffee Morning on Friday 6th November 2026 - 10.30 to 12.30.

Visit: www.wolveyvillagehall.co.uk or see our [Facebook](#) page

Trustees & Management Committee
Wolvey Village Hall