

VOLUNTEER ROLE DESCRIPTION (M1)

Volunteer Role	Community Hub Manager
Location	Beacon Community Church Bacton
Point of Contact	Church Leadership Team
Day and Times	Fridays 11am - 4pm
Summary of Volunteer Role: To successfully run and coordinate the development and sustainability of Beacon Community Hub for the benefit of the wider local community working alongside our family of volunteers.	
Key Duties: To assist the family of volunteers with organising and setting up, including a donation pot to encourage donations for our chosen charity during each session. To assist the family of volunteers in preparing refreshments as and when required. To assist the volunteer befrienders in providing conversation and friendship, and to identify those who would benefit by being referred to a NNDC Community Connector. To bring to the volunteer befriender's attention any concerns about a guest's welfare, particularly identifying loneliness. To help ensure that the Community Hub is a hygienic and safe environment. To bring to the attention of the Leadership Team staffing shortages due to the planned holidays of our family of volunteers.	
Other Information/Requirements: Ideally, the role would be best suited to one with a Christian Faith. However, we are willing to consider applicants who are sympathetic to the Christian Faith and the Leadership Team's vision for the hub of demonstrating the love of Jesus. The role is best suited to one with a confident, friendly, outgoing personality, who is patient and understanding of our guest's varying needs, achieved only via conversation. The successful applicant will be subject to a DBS check and pass certificate for working with vulnerable adults, which we will arrange at our cost.	
Additional Information: Although this is a volunteer role, we will reimburse out-of-pocket expenses including a mileage allowance if required. This role is a wonderful opportunity to give back to the community and to do something kind. It is very rewarding and can make a huge difference to someone's life and your own by engaging with our vision to combat loneliness and isolation in our wider local community. We are aiming to fill this position ASAP but will honour any holiday dates.	