

Vacancy (any role can be shared or split between multiple volunteers)	Role description
Cleaning team	Cleaning windows Hoovering Kitchen / Bathroom deep clean Tidying different areas of the hub
Website editors	Update calendar Write and publish articles Add new content Keep community group info up to date
Recycling	Take surplus to recycling centre
Facebook admins	Post events Share news and relevant updates Answer comments and messages
Baking	Bake vegan cakes and biscuits for hub events as required
Hub helper	Help at the hub during opening hours
Bread rota	Join the rota to collect food from Havens Community Hub (Fridays 9pm)
Creative content	Create signs and posters for events at the hub Update the 'What's On' window
Terracycle Admin	Create messaging around new terracycle recycling Order and post boxes as required
Building maintenance contact	Liase with the agent as and when matters arise with the building
Schools contact	Set up parent reps at each school Send events and info to be included in school newsletters or emailed out to parents by the school
Events Team (Saturday hub events)	Plan a programme of seasonal events Co-ordinate volunteers to prepare, set up and run the events Send info to social media, creative content provider and bakers
Risk assessment	Provide and update risk assessments
Garden team	Join the team growing and tending to plants for 'Seeds To Supper' project. Includes, watering plants, potting on

	seedlings, tidying and maintenance as required
Volunteer induction - as well as team induction days	Volunteers to be shown around by an existing volunteer on first session inc: Fire procedure Front door latch mechanism Kitchen hygiene and safety info Keys / cleaning cupboard / tool cupboard Session checklist
Finance	Work closely with the trustees acting as Treasurer