

Venue Hire Co-ordinator

As the **voluntary Venue Hire Co-ordinator**, you will help oversee and develop Whistlewood's bookings programme. **You will be at the heart of promoting our activities, supporting visitors and helping to maximise the use of our beautiful site and facilities.**

The role combines creativity, organisation and communication, making it ideal for someone who enjoys variety and wants to contribute ideas while developing practical experience.

Key Responsibilities

Overall Responsibilities

- You would be responsible for developing and administering Whistlewood's venue hire activities in line with Whistlewood's ethos.
- You would promote Whistlewood as a venue through social media, newsletters, press activity, website content, email communications, and occasional printed materials.
- You would be responsible for contributing to pricing structures through benchmarking exercises and recommendations to the Board
- You would support engagement with local groups, member organisations, and the wider community to raise awareness of Whistlewood.

Booking and Venue Hire

- You would be responsible for managing the booking system, including payments, deposits, cancellations, quotations, documentation, and customer enquiries.
- You would administer and maximise bookings for the Roundhouse, apple press hire, long-term hires, yurt hire, camping, and celebration events
- You would occasionally meet potential venue hirers, explaining Whistlewood's ethos, answering queries, and demonstrating the site.
- You would help to increase venue hire opportunities through marketing, promotion, and community engagement activities.

Significance of the Role

- Help increase awareness and visibility of Whistlewood's work
- Support the growth of sustainable income through venue hire and events
- Strengthen community engagement and partnerships
- Help create welcoming, meaningful and impactful visitor experiences
- Contribute to the delivery of environmentally focussed activities
- Support the long-term sustainability and development of the organisation
- Bring fresh ideas, creativity and energy to the organisation
- This role works closely with the Events Co-ordinator

Impact of Role for You

- Gain practical experience in venue hire management
- Develop marketing, communication and organisational skills
- Build confidence working with the public, facilitators and community groups
- Strengthen your CV with meaningful voluntary experience
- Expand your professional network and community connections.
- Learn more about sustainability, environmental education and permaculture
- Enjoy working within a supportive purpose-driven organisation
- Opportunity to help shape and influence future venue hire
- Flexible, varied and rewarding volunteer work
- Expenses covered
- Potential opportunity for the role to become paid in the future

Skills required

There are no specific qualifications or prior experience required for this role, instead we are looking for someone who is enthusiastic, approachable and organised, with a genuine interest in creating positive experiences for others.

It would be advantageous if you have:

- Passion and motivation to learn
- Strong communication and organisational skills
- Confidence dealing with enquiries and members of the public
- An interest in venue hire & community engagement.
- Good attention to detail and the ability to manage multiple tasks
- An interest in environmental issues, sustainability or permaculture
- Experience with marketing, social media or promotions
- Computer skills

Full support, guidance and familiarization can be provided.

General Expectations

- Be reliable, and committed and maintain a friendly and positive attitude
- Respect confidentiality and the dignity of all
- Have good listening and communication skills
- To be respectful, non-judgemental and committed to Equality, Diversity and Inclusion
- To establish and work within the agreed boundaries of the role
- To understand and work within Whistlewood Policies and procedures, including Data Protection, Equality, Diversity and Inclusion, Safeguarding and Health and Safety.

Time commitment

This is a FLEXIBLE volunteering role which has no set hours or minimum time commitment, although we would encourage a minimum of 3 hours per week. The role is also seasonal with most celebration events taking place in the Summer and peak venue hire enquiries being in January.

Location = Home based with occasional attendance at Whistlewood for Site Tours and Meetings

Expenses Reimbursement

You would be entitled to reimbursement for agreed and reasonable out-of-pocket expenses incurred whilst carrying out duties associated with the role, and subject to appropriate approval and receipts/documentation being provided

Application and Onboarding

Step 1. Send your CV or request an application form from admin@whistlewoodcommon.org.

Step 2. Meet with the Lead Volunteer for this role either online or in person who will explain more.

Step 3. Once agreed, we will take you through the onboarding process, which will involve induction, role specific training and completion of paperwork, Volunteer Charter,

Training and Support

A comprehensive induction and additional learning and development (where identified) shall be provided to all volunteers prior to and during your volunteering

Volunteers are also given the opportunity to attend regular support and development meeting with the designated Lead Volunteer.

Closing Date for Applications: Friday, 11 September 2026