

1. Volunteering at The David Hall (TDH)

Thank you for volunteering to assist with what we do at The Hall.

This handbook describes how The Hall operates, how volunteering fits in with the day to day operations of The Hall and describes the work of the volunteers.

Instructions are provided enabling volunteers to:-

- See what events or activities are happening
- Volunteer for specific events or activities
- Manage their volunteer profile and preferences.

2. The Operation of TDH

TDH is operated by a registered charitable trust, Petherton Arts Trust (PAT) through a limited company Petherton Arts Trust Ltd.

The organisation is managed by a Board of Trustees. The trustees are unpaid volunteers. Trustees are also Directors of the limited company.

We have three part time paid members of staff:

- Finance Officer/Administrator
- Programming Officer/Administrator
- Marketing Officer

As well as the day to day running Trustees take on responsibility for specific areas of activity e.g. Volunteer Administration, Finance, Programming etc.

Some areas of activity are managed by volunteers co-opted as Board Associates. These are volunteers who take on responsibility for an area of activity or project. They are not members of the Board of Trustees but they report on their area of activity to The Board and may attend board meetings where appropriate.

Everything else is done by our amazing volunteers without whom we would not be able to operate.

3. Volunteer Roles

Your role as a volunteer will depend your individual preference, skills and interests. As well as staffing events there are opportunities to utilise your skills and experience in other areas, and potentially develop new skills.

Staffing events:

- Stewards
- Bar staff
- Box Office
- Technical operation
- Provision of artist's refreshments/food
- Hosting touring artists

Administration:

- General administration
- IT skills and web site administration
- Marketing activities
- Fundraising

Your Particular Skills/Qualifications:

Utilise your own specific skills and experience.

We have volunteers who assist with building repairs and maintenance, gardening, bake cakes and prepare food for coffee mornings and other events, assist with project management and planning etc.

If you have any particular skills, qualifications or experience please let us know.

4. What You Can Expect As A Volunteer

As a Volunteer you will have:

- A person to liaise with regarding the role and support
- An introduction to Health and Safety Issues related to your role
- The correct equipment and instructions to enable you to complete your tasks
- Training if required
- Access to your own personal Volunteer Dashboard in the web site where you can see what events are coming up, submit requests to volunteer for events and manage your profile and preferences.

Use of the dashboard is optional. If you prefer you can volunteer for events by email directly to the Volunteer Co-Ordinator directly by email at vols@thedavidhall.org.uk

Also, you can contact any of the Trustees or the Volunteer Co-Ordinator should you need to. They will take forward any comments and suggestions and provide support if needed.

5. The information we hold for Volunteers

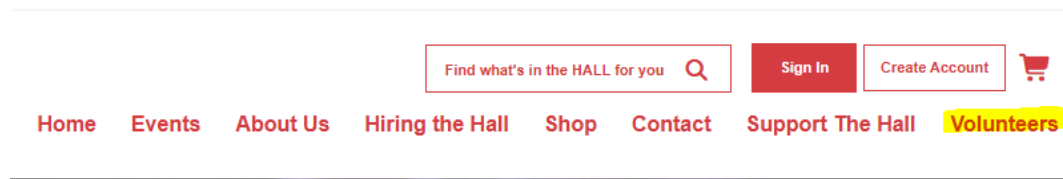
To manage Volunteers we hold the following information:

- Name
- Email address
- Mobile number
- Location (town/village only, not your full address)
- Emergency contact number
- Special needs
- Additional skills
- Newsletter opt-in
- Events program opt-in (PDF)

This information is held solely to assist with the management and allocation of Volunteers. None of this information is shared with anyone outside The Petherton Arts Trust organisation.

6. Using The Volunteer Website Dashboard

The Volunteer Dashboard is accessed from the David Hall Website header menu:



Click on **Volunteers** and you will be taken to the Volunteers section.

Volunteering at The Hall

Welcome to the Volunteers section of the web site.

Already registered as a volunteer?

In your dashboard you can see details of upcoming events in the Volunteer Rota Calendar and register an interest in volunteering for specific events. You can also see and manage your profile and preferences.

[Your volunteer dashboard](#)

This is where you can sign in as a volunteer and access your Dashboard.

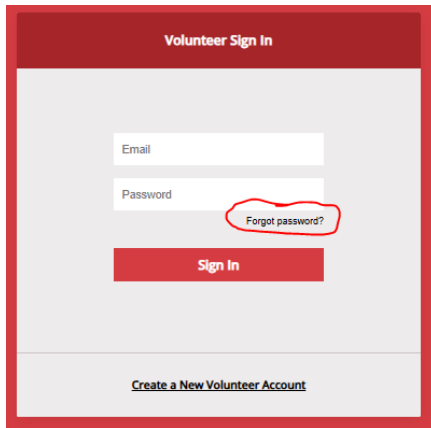
Please note.... Your Volunteer login is used only for access to your dashboard and is separate to your customer login if you have created a customer account.

First logon

When you login as a volunteer for the first time you need to create your unique password.

Click on **Your volunteer dashboard**

You will be taken to the Volunteer sign in.



The image shows a 'Volunteer Sign In' form. It has a red header with the text 'Volunteer Sign In'. Below the header is a light gray box containing two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a link that says 'Forgot password?'. Below the input fields is a red button labeled 'Sign In'. At the bottom of the gray box is a link that says 'Create a New Volunteer Account'.

Enter the email address you registered with, leave the password blank and click “Forgot Password”

You will be sent an email enabling you to create your password. You can then log in to the dashboard.

The Dashboard

Volunteer Dashboard

Volunteer Details	Volunteer Details
Update Profile	First Name: John
Volunteer Rota calendar	Last Name: Smith
Sign Out	Email: john.smith@hismail.com
	Phone Number: 07123 123456
	Location: South Petherton
	Emergency Contact: 07456 456789
	Special Needs:
	Additional Skills: First Aid, DIY skills
	Newsletter Opt-in: Yes
	Events Program Opt-in: Yes

From the dashboard you can display your current details, update your profile and preferences, view events and volunteer in the Rota Calendar and Sign out as a volunteer.

The Volunteer Rota

The rota is presented as a calendar.

Events Calendar (Rota)

Volunteer Events

Hall Events

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2 ● 08:00 PM Oysterband John Jones Ray Cooper & Al Scott
3	4 ● 10:00 AM Deep clean bar area	5	6 ● 11:00 AM Cafe Concerts with Trio Paradis	7	8 ● 08:00 PM Petherton Picture Show Presents	9 ● 08:00 PM Gaz Brookfield
10	11	12	13	14	15 ● 08:00 PM Plum Hall	16 ● 08:00 PM 3 Daft Monkeys
17	18	19	20	21 ● 10:00 AM Working party to clear basement area	22 ● 08:00 PM Good Habits	23 ● 08:00 PM Wild Fenn / Conor Smit
24	25	26	27 ● 10:00 AM Monthly Coffee Morning At The David Hall	28	29 ● 08:00 PM Petherton Picture Show Presents	30 ● 08:00 PM Cara Dillon
31 ● 10:30 AM Sunday Morning Jazz Cafe ● 07:30 PM Acoustic Night at The David Hall	1	2	3 ● 11:00 AM Cafe Concerts with Trio Paradis	4	5 ● 08:00 PM Petherton Picture Show Presents	6 ● 08:00 PM John McCusker Trio

Event types

There are two types of event shown:

Hall events are shown with a green dot.

These are the events in the Hall programme. They are added to the Vols Rota automatically when an event is posted in the Events List.

Volunteer events are shown with a blue dot.

These are events that are not added to the public Events List such as working parties for maintenance, development projects, putting up Christmas decorations etc. Anything where volunteers are required.

To Volunteer For An Event

Click on any event to see details for that event.

Event Details

Event Title:	Gaz Brookfield
Description:	N/A
Event Date:	09/05/2026
Event Time:	20:00
Location:	N/A
Volunteers Needed:	N/A
Board Member:	-
Box Office:	-
Steward:	-
Bar:	-
Tech:	-
Artists Food:	-
Other:	-

VOLUNTEER

← Back to Calendar

You will be able to see which volunteers have already been assigned.

Bear in mind that there is often more than one volunteer needed for a role so don't let the fact that there are already names there put you off volunteering.

To volunteer click

VOLUNTEER

You will be presented with a form where you can enter the roles you are interested in.

Volunteer Request for: Gaz Brookfield

Date: 09/05/2026
Time: 20:00
Location: N/A

 Your contact details have been pre-filled from your volunteer profile. You can edit them if needed.

John

Smith

john.smith@hismail.com

07123 123456

Select Volunteer Roles (You can select multiple roles)

- ☐ Box Office
- ☐ Steward
- ☐ Bar
- ☐ Tech
- ☐ Artists Food
- ☐ Other

Submit Volunteer Request

When you submit the request you will be emailed an acknowledgement and the details of your request will be sent to the Volunteer Co-Ordinator for consideration.

The Volunteer Co-Ordinator receives all the requests to volunteer for an event and is responsible for assigning volunteers to events. You will be contacted by the Volunteer Co-Ordinator.

If events are popular we may get more applications than there are places. In these eventualities it is the role of the Volunteer Co-Ordinator to ensure that all Volunteers are given their fair share of volunteering opportunities.

Contacting Us

For any queries relating to volunteering:

Contact the Volunteer Co-Ordinator direct on vols@thedavidhall.org.uk

If you don't wish to use the website you can send your volunteering requests directly to the Volunteer Co-Ordinator using this address.

For general queries, complaints or suggestions email info@thedavidhall.org.uk

Or use the contact form on the website.

Or phone: 01460 240340 leaving a message if not answered. Someone will get back to you.