



## WINGFIELD BARNs

### **Wingfield Barns CIC Volunteer Handbook**

#### **Welcome**

Thank you for volunteering with Wingfield Barns. Our volunteers play a vital role in helping us run events, welcome visitors, and maintain the barns as a vibrant community arts space.

We aim to create a friendly, inclusive environment where everyone feels valued.

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#### **Volunteer Roles**

Volunteers may help with:

- Front of House
- Bar service
- Event support
- Stewarding
- Marketing and promotion
- Gardening and maintenance

You can volunteer regularly or just at occasional events.

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#### **What We Expect**

We ask volunteers to:

- Be friendly and welcoming to visitors
  - Arrive on time for shifts
  - Follow safety instructions
  - Represent Wingfield Barns positively
  - Inform us if you cannot attend a shift
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## **What You Can Expect From Us**

Wingfield Barns will:

- Provide clear instructions and support
  - Offer training where needed
  - Ensure a safe working environment
  - Treat all volunteers with respect and appreciation
  - Attend the event you are working at for free
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## **Health & Safety**

Your safety is important. Please:

- Follow instructions from the Duty Manager
  - Report hazards or incidents immediately
  - Do not attempt tasks you feel uncomfortable doing
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## **Communication**

Volunteer opportunities will usually be shared via:

- Volunteer WhatsApp group
  - Event rotas / email
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## **Thank You**

Volunteers make Wingfield Barns possible. Your time and support help us bring arts, culture, and community together.