



Volunteer Directors

Help shape the future of our community centre - The Amulet.

We're looking for new volunteer directors to join the board of our Community Benefit Society, which is working to purchase the Amulet building and transform it into a welcoming, multi-use community hub. As a director, you'll play a key role in helping make this vision a reality. We're seeking people who are passionate about community collaboration and what this project could do for Shepton Mallet — people who can bring energy, insight, and good judgement to the table.

You don't need previous director experience — we'll provide support. We're particularly interested in people with skills or experience in any of the following areas:

- Finance, fundraising, or business planning
- Community engagement
- Communications, events, or partnerships
- The creative industries
- Property, architecture, or design
- Governance, law, or compliance
- Organisational skills
- Volunteer support/ management

The time you need to be willing to offer is a few hours per month, including attendance at four board meetings a year and occasional project events or site visits.

If you're excited about helping to restore a remarkable building and create a new hub for community life, we'd love to hear from you. Have a look at the roles below. There will also be an opportunity to join a working group such as 'fact finding from other venues', 'engaging with communities (including a members forum)', or fundraising. All these are to be developed in discussion with the Board.

If you would like to discuss anything about the board and the roles, you can contact Martin Berkeley, Richard Cronin or Jane Nicklin (founding directors) via:

- Email at info@buytheamulet.org.uk
- WhatsApp or phone - Martin 07966 008778, Jane 07793 210101 or Richard 07771 814270

If you are interested in standing for one of the roles, please send a short biography highlighting any relevant skills for your preferred role to info@buytheamulet.org.uk by 20 January 2026. Please include your contact details.



Chair – Amulet Centre Ltd (Community Benefit Society)

About the Role

The Chair helps guide our Community Benefit Society (CBS), making sure we stay true to our values, run smoothly, and reach our goal of bringing the Amulet back into use as a community space, owned by the community.

You'll lead board meetings, support other volunteers, and help keep everyone working well together; in the first instance focused on securing the Amulet for the community.

If you are a dynamic, friendly, community-minded person, this is a great chance to motivate others, share ideas, and be part of something meaningful.

What You'll Do:

- Lead and support the board in making good decisions in order to reach our goal of owning and running the Amulet as a multipurpose space
- Chair meetings in a fair, friendly, and focused way.
- Encourage teamwork, new ideas, and positive energy.
- Represent the CBS in the community, meetings with potential funders and other organisations, and at events.
- Make sure members' voices are heard and valued.

You don't need to be an expert — just someone who cares about people, the community and is passionate about the Amulet project.

It helps if you:

- Are a good listener.
- Enjoy bringing people together and finding solutions.
- Can guide discussions and help the board and working parties where appropriate reach decisions.
- Have time to give for meetings, campaigning and planning.



Finance Director

The Amulet Centre Ltd is a Charitable Community Benefit Society working to purchase, refurbish, and operate the Amulet Theatre in Shepton Mallet; as a multi-purpose community venue, for the benefit of the local community. We have many volunteers who are offering their time and commitment to take this project forward

About the Role

The Finance Director helps oversee the Society's finances. You don't need to be an accountant (though that's great if you are!) — what matters most is that you're comfortable with numbers, understand good governance, and care about keeping our organisation financially healthy and transparent.

What You'll Do:

- Work with fellow directors to develop and modify the business plan which is the basis for our applications for funding.
- Work with others to develop budgets to support fundraising
- Ensure our funds are managed responsibly and ethically.
- Help review budgets, financial reports, and annual accounts, making sure risks are flagged to the board.
- Support the preparation of our annual return and compliance with relevant regulations.
- Offer guidance on financial planning and risk management.
- Champion financial transparency and value for money across all our activities.

It helps if you have:

- Some understanding of finance, budgeting, or business management (professional or volunteer experience).
- The ability to read and ask questions about financial reports.
- Integrity, good judgement, and a collaborative spirit.



Secretary

About the role

The Secretary plays a key role in keeping our board and members connected — organising meetings, taking minutes, and ensuring important records are up to date. It's a great opportunity to contribute your organisational skills to a community-led organisation bringing the Amulet back into life as a multi-purpose community centre.

What You'll Do:

- Organise and send out agendas, papers, and notices for board meetings and the Annual General Meeting (AGM).
- Take clear and accurate minutes and keep track of agreed actions.
- Maintain organised records of meetings, policies, and correspondence.
- Keep an up-to-date contact list for members and board members.
- Support the Chair and other board members to make sure meetings and decisions follow our rules.
- Help with occasional administrative tasks, such as member communications or submitting annual reports.
- Work with the Finance director and Chair to ensure any required returns (e.g. to the FCA) are submitted on time.

It helps if you:

- Have a friendly and team-orientated approach.
- Have good organisational and written communication skills with attention to detail.
- Are comfortable using email and basic software (Word, Google Docs, etc.).
- No prior experience in governance is required — we will support you with anything to do with governance.



Stakeholder Engagement Director

This is a key voluntary role helping us bring our vision to life — to buy the Amulet, so that we can develop a vibrant multi-purpose community centre.

About the Role

As Stakeholder Engagement Director, you'll help us build strong, positive relationships with the people and organisations who are likely to have an interest in developing a community space — from local residents (including those that are underserved and less heard), volunteers, creatives and performers, to funders, councils, and community partners.

You'll guide how we listen, communicate, and collaborate, making sure the community's voice stays at the heart of everything we do.

What You'll Do:

- Help develop and deliver our plan for engaging with our diverse communities, our shareholders and other key partners.
- Build and maintain relationships with local groups, funders, and creative organisations.
- Make sure the community, members and other interested parties are kept informed and involved as the project grows.
- Represent the Society at events, meetings and community gatherings.
- Encourage participation, consultation, and open communication between the Board and the community.
- Work closely with other Board members to ensure that decisions reflect our community priorities and values.

You don't have to be an expert but it helps if you have:

- A genuine enthusiasm for community development.
- Great communication and relationship-building skills including engaging hard to reach voices/ communities.
- An understanding of how to bring people together and build trust.
- The confidence to represent the organisation in public or networking settings.
- Experience in community engagement, public relations, or partnership work (helpful but not essential).



Communications Director

We're a Community Benefit Society working to bring the Amulet into community ownership and turn it into a welcoming theatre and multi-use community hub. We're looking for a friendly, creative person to help us spread the word and keep our community excited and informed.

About the role

The Communications Director will lead all aspects of communications whether it be internally or externally to make sure that the diverse communities, stakeholders, and supporters are informed, engaged, and inspired throughout the journey to acquire and develop the Amulet Centre. You will help create a voice and brand that helps build community ownership and pride.

What you'll do:

- Help shape how we talk about the project—online, in print, and in person.
- Create clear, engaging updates for our website, social media, newsletters, and members.
- Build relationships with local media and write simple press releases when needed.
- Support the promotion of events, consultations, and fundraising activities.
- Making sure everyone—from volunteers to local residents—feels informed and included.

It helps if you are:

- Someone who enjoys writing and sharing stories.
- Comfortable using social media and creating posts that people want to read.
- Good at communicating clearly with different audiences.
- Friendly, organised, and happy working as part of a team.



Artistic Director

About the role

We're looking for someone with a passion for the arts and community life to help shape the creative future of our community centre and events/ performance space

Our Community Benefit Society is working to bring the Amulet into community ownership, securing it as a welcoming, creative space for everyone. As the Artistic Director, you'll help us make sure the arts, in all its forms, stays at the heart of what we do — from local performances and workshops to wider cultural partnerships.

What you'll do:

- Connect us with artists, creative organisations, and networks who could collaborate or get involved.
- Take part in board meetings and planning discussions, offering a creative perspective on key decisions.
- Bring ideas and experience to help shape our artistic vision and programming.
- Support us to develop a high quality and vibrant mix of theatre, music, community events, and creative projects.
- Champion inclusivity and access, helping us reach people of all ages and backgrounds.
- Be an ambassador for the project — sharing our story and helping to grow community and partner support.

It helps if you:

- Have experience in the arts, culture, or creative industries, or a strong personal commitment to them.
- Have experience in programming or venue management
- Care deeply about community ownership and participation.
- Enjoy working as part of a team and are willing to share ideas and advice.
- Are excited by the idea of helping shape a new community-run venue
- This is a great opportunity to make a real difference locally and be part of something creative and community-led.



Fundraising Lead Director

About the Role

We're looking for a volunteer director with enthusiasm for fundraising and community support to join our board as Fundraising Lead. As Fundraising Lead, you'll help us secure the financial resources we need to make this vision a reality.

What you'll do:

- Help develop and deliver a clear fundraising strategy for the society.
- Identify opportunities for grants, sponsorship, and community fundraising.
- Support the preparation of funding bids, proposals, and presentations.
- Build positive relationships with funders, partners, and local supporters.
- Work with fellow directors to plan fundraising campaigns and events.

You don't need to be a professional fundraiser — just someone who's confident in connecting with people, enjoys telling a good story, and can help us find (and nurture) opportunities for funding, sponsorship, and community backing.

It helps if you:

- can write or review persuasive funding applications (or willingness to learn).
- Have good communication and networking skills.
- Are organised, creative, and comfortable taking initiative.
- Are a strategic thinker who enjoys working as part of a team.



Legal and Property Director

Our Community Benefit Society is working to buy, restore and update a mid-20th-century brutalist building, transforming it into a vibrant, accessible community hub.

About the Role

We are looking for a volunteer with experience or strong interest in building development and heritage restoration to join our Board. This role offers an exciting opportunity to shape the future of a distinctive piece of architecture while ensuring the project is legally sound, well managed, and sustainable for generations to come.

What you'll do*

As lead you will guide the Board in all aspects of **property, legal, and compliance matters** related to the restoration and redevelopment of our building, helping to bring a complex site into community ownership and use — safely, legally, and creatively. In particular you will:

- Provide property and legal insight to help shape the society's long-term strategy for the hub.
- Ensure all property-related decisions align with the society's mission, values, and community benefit objectives.
- Keep the Board informed of any legal or contractual risks.
- Contribute to risk assessment, financial planning, and fundraising strategy.
- Advise on the planning and delivery of the building's restoration and refurbishment.
- Contribute to design, construction, and project management discussions.
- Help the Board balance architectural integrity with accessibility, sustainability, and community functionality.
- Liaise with architects, surveyors, contractors, and local authorities as needed.
- Support tendering, contractor appointments, and oversight of key works.
- Ensure appropriate health & safety and building regulation compliance throughout development.
- Oversee insurance, warranties, and risk management linked to the building's redevelopment.

It helps if you:

- Have experience in property development, construction, heritage restoration, planning, or building law.
- Can communicate well and have negotiation skills
- Have some understanding of compliance issues in property projects.
- Are able to review and interpret building plans, contracts, or technical documents.



A M U L E T

*please bear in mind, some aspects of this role will only become active once we have purchased the building