

Westleton Village Hall: Part-time Centre Manager: Advertisement

The Trustees of Westleton Village Hall wish to appoint a part-time Centre Manager to manage and promote the Hall facilities, working with the Trustees and our team of enthusiastic volunteers to maintain and develop its programme of social and educational activities and events. The post is initially for fifteen hours a week, at £15 per hour, paid monthly, but the actual hours of work can be flexible and agreed with the successful candidate. There are four weeks paid holiday per year (pro rata) plus public holidays, and a job share arrangement could be considered.

No specific qualifications are required, but the successful candidate needs to be an efficient organiser, well able to manage the wide range of day-to-day operations of the Hall, and be a welcoming point of contact for existing and new users. They will need to be competent in using standard office software (email, word processing & basic spreadsheets) and managing finances. The ability to deal with websites, mailing lists and social media would be an advantage, as would qualifications in, and/or experience of health and safety, first aid, and working with volunteers and vulnerable people.

This position is an opportunity for an enthusiastic person to make a real and valuable contribution to the social well-being of the community of the Westleton area. Appropriate training will be made available where necessary. The job description is below.

For an informal chat about the job, which will commence as soon as possible, please contact the Chair of the Trustees (John Shepherd <john@blissford.net>). If you wish to apply, please send a letter of application together with your CV, and the names and contact information of two referees (preferably by email) to the Secretary, Ivor Murrell <ivor.murrell@btinternet.com> by 11 November. Interviews will take place at the Hall on Friday afternoon, 15th November (or by other arrangement if necessary).

Westleton Village Hall: Part-time Centre Manager: Job Description

Overall

In cooperation with the Trustees, **to manage and promote the use of the hall and the resources it has to offer**, and

- Manage the day to day operation and use of the hall (see below)
- Play a leading role in the recruitment of volunteers, and supervise the activities managed by them (foyer hosting etc)
- Manage publicity, notices and regular communications (including What's On information, newsletters (using Mailchimp), website events calendar, social media etc)*
- Develop the programme of social activities and events in the Hall.*
- Liaise with user and other local groups, and outside organisations, acting as a central point of contact for the Hall

Specific tasks

- Manage bookings and utilisation of hall facilities (including use by Lapwing Education) and liaise with the Treasurer regarding invoicing and other financial transactions
- Order goods and provisions as necessary for the hall
- Manage and record petty cash and daily takings.
- Oversee the cleaning operation of the hall.
- Manage the security of the hall, heating controls, and opening and closing arrangements.
- Undertake or arrange and oversee routine maintenance of hall equipment (fire alarms & extinguishers, coffee machine, printers, etc)

- Maintain and promote compliance with Hall policies and procedures, including health and safety, safeguarding etc, and organise suitable training as necessary.*
- Ensure that the appearance and environment of the hall is welcoming and safe.*
- Maintain a web-based presence to promote the hall.*
- Receive and act on feedback regarding the use of the hall.*
- Undertake other tasks that may be necessary to ensure the safe and efficient use of the Hall*
- Regularly report to the Trustees on progress and activities.

* Note: In collaboration or with assistance from Trustees and volunteers