**Community Hall Manager for Westhampnett Parish Council**

A unique opportunity has arisen to serve the local residents of Westhampnett as the Hall Manager responsible for the management of Westhampnett Community Hall.

The Community Hall was opened in November 2019 and offers local residents a state-of-the-art venue for private bookings and regular classes and events. The role would involve the general supervision and care of the Hall, including bookings and billings, day-to-day contact with hirers / potential hirers / tradespeople, general maintenance and cleaning.

The role would involve a commitment of working approximately 15 hours a week on a flexible basis (including evening and weekend hours). The Manager would become the primary keyholder at the Hall and would thus be available for call out.

The essential attributes of a successful candidate would be:

-to have good interpersonal skills with particular regard to Hall hirers and potential hirers

-to demonstrate working hours’ flexibility and a positive 'can do' attitude

-to have a working knowledge of email and Excel/Word

-to have a working knowledge of bookkeeping

-to have basic practical skills for dealing with any general maintenance issues that arise

-to be a team player with the successful candidate being required to work closely with the Parish Clerk, Hall Committee and Parish Council.

The position is being advertised on a contract basis but there is the potential for the role to become permanent in the future.

Any candidate would be asked to provide a character reference and be subject to a Disclosure and Barring Service (DBS) check.

Person/s interested in this unique local role should email the Parish Clerk their CV to the Parish Clerk at [clerk@westhampnett-pc.gov.uk](mailto:clerk@westhampnett-pc.gov.uk)

The closing date for all applications is 30th June 2025, with interviews for potential candidates taking place in the week commencing Monday 7th July 2025.