**JOB DESCRIPTION POST**: Community Hall Manager

**REPORTS TO**: Westhampnett Community Hall Committee and Westhampnett Parish Council

**WORKING HOURS:** Approx 15 hours per week including evening and weekend work

**PLACE OF WORK:** Westhampnett Community Hall (with some hours working from home)

**SALARY**: Currently **£12.85** per hour - Reviewed yearly by Parish Council and Hall Manager

**Job Purpose**

Operational management of Westhampnett Community Hall.

* To manage the operational aspect of the Council’s Community Hall, outdoor sites and open spaces including play areas and allotments.
* To ensure that the caretaking and cleaning functions for the Community Hall are undertaken however not necessarily perform them.
* To manage the bookings and billing process.
* Working with the Parish Clerk, to arrange for the procurement of all necessary equipment and materials and ensuring maintenance and management of the same to a high standard.
* Responsible for managing the requirements of the Health and Safety at Work Act and to ensure the safety of self, work colleagues and users of the facilities, by carrying out duties in a safe manner, within guidelines as set out under the Act. Additionally, to comply with any other Acts or Regulations governing the use of the facilities.
* To perform general maintenance tasks such as minor repairs and decorating at the Community Hall including grounds, as required.
* To liaise with the Councillors, the Clerk and contractors to facilitate the Community Hall Development Work.
* To carry out such other duties as the Parish Council may from time to time reasonably require commensurate with grade and responsibilities of the post.

**Duties**

The postholder will undertake the following duties:

Community Hall

* To oversee the running of the hall, in particular hall bookings.
* To provide a positive experience for all hall users.
* To ensure that the Community Hall is an attractive property for hirers.
* To be the primary contact for all bookings and enquiries. To be the primary keyholder and emergency contract for the Community Hall.
* To open and close the Community Hall for occasional hirers as required both during the week and at weekends.
* To provide access to the Hall where required for contractors, deliveries or other users as agreed with the Church Hall Committee both during the week and at weekends.
* To maintain the cleanliness of the community hall and deal with running repairs and maintenance.
* To identify significant maintenance and improvements needed.
* To maintain the security of the hall.
* To ensure the availability of the hall’s audiovisual equipment, as well as its security, smooth operation, and training for hirers as required.
* To be a member of and report to the Community Hall Committee at its meetings.

**CONDITIONS OF SERVICE**

1. The Community Hall Manager will be contracted to provide services and will not be an employee of the Parish Council.

2. The post will be temporary, for 1 full year from the date of commencement of employment, with potential for the position to become permanent.

3. The post is part time at an average of 15 hours per week.

4. Payment is made monthly by deposit to a bank account.

5. The appointment will be subject to:

i) Criminal Records Bureau Disclosure check.

ii) Satisfactory references. References will be sought from your current or most recent employer.