



JOB DESCRIPTION

1. **TITLE:** Church Hall Manager
2. **RESPONSIBLE TO:** Rector
3. **PURPOSE OF JOB** to assist in the smooth running of our church hall: responding to enquires, communicating with current hall users, promoting the hall as a venue for hirers, overseeing the upkeep of the hall.

4. PRINCIPAL RESPONSIBILITIES

Building Lettings

- Deal with enquiries (telephone/e-mail/on-line) from potential hirers. Promote the Hall as a welcoming place for hirers. Show potential hirers the buildings, manage and issue all hire agreement and paperwork.
- Manage lettings to maximise usage of the church buildings, in line with the principle that they are available firstly for the church's own ministry, then spare capacity can be rented out to external users at rates agreed annually by the PCC.
- Work with the cleaner and volunteers to ensure the building is managed for hirers, and left in a clean and tidy state after use, and ensure regular maintenance takes place. Set heating on timer for hall users.
- Purchase of consumables for the Hall and manage running costs.
- With the Administrator:
 - Maintain our bookings system and diaries.
 - Manage storage
 - Oversee Health and safety at the Hall for users
 - Co-ordinate the Hall diary, working with regular and occasional Church, Hall, and Hall carpark users.
- Attend and participate in church staff meetings.
- The nature of this post is one of continual development, and the duties and responsibilities outlined above may change from time to time to reflect the changing needs of the St Mary's Church and Hall users.

5. HOURS AND SALARY

6 hours per week worked over a minimum of 2 days per week inc occasional evening and weekend work

£3770 per annum (£22,000 pro rata)

12 month contract including 6 month probation period.