**Job Information Pack – Hall Manager**

**Employer**: Alvechurch Village Hall Management Committee

**Post**: Village Hall Manager

• Permanent position (following 6-month probation period).

• Flexible working – up to 12 hours per week with some ‘unsocial hours’ working.

• Salary - £13 per hour

* Access to Workplace Pension Scheme

The Village Hall is looking for an enthusiastic and committed person to take on the role of Hall manager. This is an interesting and flexible role with a varying workload, and provides an opportunity to help manage, look after and develop a valuable community asset.

There are no fixed working hours, except for times when you will be required to open and close the Hall for users. This may involve working some unsocial hours, for example when closing the Hall after a party in the evening. These situations typically arise once or twice a month at most. Outside these times, you will have flexibility to decide when and how to carry out your duties.

The Village Hall hosts a wide variety of groups and events, from regular users who visit the Hall weekly, to one-off hirers who hold parties and other events at the Hall. The Hall Manager is a key individual in ensuring the smooth and effective running of the Hall. The role offers a great deal of flexibility in managing your time, and would suit a motivated and organised person used to working on their own initiative. The role involves supervision of one person, the Hall cleaner. You will be responsible to the Management Committee, and report to them regularly.

**About the Job**

The Village Hall manager has the following key responsibilities:

* Managing Hall bookings
* Providing information and instruction for users
* Managing access to the Hall
* Ensuring equipment is fit for purpose
* Billing casual users and handling payments
* Responding to emergencies
* Keeping accurate records
* Supervising and supporting the Hall Cleaner
* Maintaining the safety of the Hall by carrying out routine Health and Safety checks
* Managing the maintenance of the Hall by instructing our volunteer handyperson,or contractors as necessary
* Supervision and support of the cleaner of the Hall
* Communicating with users and the wider community
* Liaising with the management committee

A mobile phone and laptop will be provided for the Hall Manager to use, to respond to Hall queries and emails. There is also a dedicated email address for the Hall.

Full details are in the Job Description at pages 3 and 4 of this pack.

**About you**

We are looking for an enthusisatic, motivated person with the following skills, competencies and attributes:

* Good communication skills (both verbal and written). The role involves considerable interface with Hall users and other members of the public, so you’ll need to be calm, approachable and responsive.
* Good organisational skills, to enable you to manage bookings and users effectively.
* Basic competency in English and maths (no specific qualifications are sought.)
* Basic IT skills, for example in use of email, spreadsheets and online calendars. The role involves updating the Hall’s website (training will be given.) also,producing a newsletter.
* The ability to work independently, under minimum supervision.
* Good team working skills (you will be managing the Hall cleaner), and an ability to work with contractors to plan and deliver maintenance work.
* Basic physical fitness, to enable you to access the Hall, move chairs/furniture and carry out basic tasks such as changing lightbulbs.
* Past experience in managing public venues would be useful, but this is not essential.
* A knowledge of the local area would also be desirable, but is again not essential.

**How to Apply**

Complete the application form at pages 5-7 of this pack, and email it to [committee.avh@gmail.com](about:blank).

Closing date for applications – Friday 26th August

Interviews will be held on Wednesday 7th September. If you are unavailable on this date, please note it on your application and state when you will be available for interview.

**Village Hall Manager – Detailed Job Description**

**Post is responsible to the Village Hall Committee**

1. **Manage Hall Bookings**
   1. Obtain annual booking forms from regular users.
   2. Take phone calls from enquirers. Check Hall mobile phone messages and email at least daily, and respond to queries within 24 hours (Monday-Friday).
   3. Effectively manage bookings to maximize Hall usage and availability.
   4. Maintain the bookings diary and keep billing details up to date.
   5. Send out letters and booking forms to hirers.
   6. Show prospective users around the Hall and provide necessary advice and information.
   7. Check that hirers have any insurance that their activities require. Seek advice from the committee about this where necessary.
   8. Keep the website up to date with bookings and event information.
2. **Provide instructions and information for users.**
   1. Give users instructions on the rules and policies of the Village Hall and the equipment available.
   2. Provide information on the use of the Hall - e.g. emergency exits, fire-fighting equipment, heating, lighting, refuse disposal, and locking up procedure.
   3. Produce and display appropriate signage within the Hall to assist users.
   4. Deal with any questions or complaints arising.
3. **Manage access to the Hall.**
   1. Allocate keys to regular users. Give spare key out to one-off users or provide them with the code to access the key-safe, as appropriate.
   2. Open and close the Hall for one-off users if necessary.
   3. Carry out checks for damage or any additional cleaning that is required as soon as possible, following one-off events, and notify the hirer and the Treasurer of any additional costs incurred.
4. **Billing and handling payments.**
5. Agree hire charges with one-off hirers and advise them how to pay.
6. Take any cash or cheque payments (including deposits) from one-off hirers.
7. Receive cash payments and some cheque payments from regular users, when offered.
8. Chase up regular users for outstanding payments when requested to do so.
9. Manage petty cash.
10. Retain all cash received in petty cash, unless asked by the Treasurer to bank it.
11. Bank all cheques received, apart from refundable deposits.
12. **Emergency response.**
    1. Respond immediately to **emergency** calls from Hall users. This may involve some ‘out of hours’ activity in the event of a genuine emergency.
    2. Explain to users how and when non-emergency calls will be dealt with, as appropriate.
13. **Record keeping.**
    1. Maintain monthly spreadsheets of:
       1. Petty cash income and expenditure, ensuring that all expenditure is fully vouched.
       2. All cash and cheques that are banked.
       3. The use of the hall by regular users.
       4. One-off events and related charges.
    2. Forward copies of these spreadsheets to the Treasurer as he requires (usually at the end of every second month of the financial year).
    3. Keep an up-to-date register of all key holders and key deposits.
    4. Complete weekly timesheets and forward these to the Committee.
14. **Carry out routine checks and tests.**
    1. Test fire alarms on a weekly basis and emergency lighting monthly. Keep registers for both up to date.
    2. Arrange for annual maintenance testing of fire equipment and electrical equipment; and gas boiler service.
    3. Check First Aid Kits monthly.
    4. Undertake seasonal tasks e.g. changing timers/clocks/heating times etc.
    5. Review comments book weekly and respond to entries as necessary.
    6. Check the post box frequently.

1. **Hall maintenance.**
   1. Carry out basic maintenance e.g. change light bulbs etc.
   2. Arrange contractors immediately for small repairs.
   3. Acquire quotes and liaise with Committee members for more expensive repairs.
   4. Maintain the Hall’s inventory of equipment and report when items need repairing or replacing.
   5. Keep noticeboards up to date, both inside and outside of the Hall.
   6. Dispose of unclaimed lost property and other items left at the hall.

1. **Hall cleaning.**
2. Supervise and support the cleaner.
3. Check on the general cleanliness and upkeep of the hall on a weekly basis.
4. Ensure that the cleaner has adequate stocks of cleaning materials, and replenish from petty cash as required.
5. Keep the cleaner advised on a monthly basis of forthcoming bookings, to enable access for the purpose of cleaning. If a booking is made at short notice, advise the cleaner so that they can update their list.
6. Instruct the cleaner regarding the summer holiday cleaning.
7. Arrange for annual summer window clean
8. **Communication.**
   1. Produce a quarterly newsletter for the Hall users and Committee.
9. **Liaison with the Committee.**
   1. Keep in regular email/phone contact with the Committee.
   2. Meet with a Committee member on a bi-monthly basis for a support session.
   3. Produce a report on the current situation in advance of bi-monthly committee meetings and attend those meetings if required to do so.
   4. Undertake tasks generated at the Committee meetings within the Hall managers remit.
   5. Undertake any other tasks relating to the Halls 5 year plan as agreed with the Committee.

**Village Hall Manager – Application Form**

Please complete this form and email it to [committee.avh@gmail.com](about:blank).

Name:

Address:

Telephone:

Email:

**Education, training and qualifications**

Please list the results of any examinations you have taken, further education qualifications, and and craft or other training you have received. Note that no specific qualifications are required for this post.

**Employment history**

Present/last employer:

Address:

Dates employed:

Reason for leaving:

Please describe any other jobs you have done and the skills you have used or learned in those jobs.

Please tell us why you have applied for this job?

Please tell us how you fit the skills, competencies and attributes for this job (as described in the ‘About You’ section on page 2 of the Job pack.) Please continue on a separate sheet of paper if you wish.

Do you have any unspent criminal convictions (Yes/No)?

If ‘Yes', please provide details.

Do you consider yourself to have a disability (Yes/No)?

If ‘Yes’, are there any reasonable adjustments that we can make to assist you in your application or with our recruitment process?

Are you available for interview on 7th September (Yes/No)?

If ‘No’, please state dates when you will be available:

If successful, when would you be available to take up the post?

**References.**

List below the details of two people who are willing to provide references and to be contacted by us. Ideally, at least one of these should be a previous employer.

**Reference 1**

Name:

Address:

Telephone:

Email

**Reference 2**

Name:

Address:

Telephone:

Email

**I confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.**

**Signature: Date:**