JOB DESCRIPTION
Dunston Village Hall Manager

There will be considerable flexibility of working hours plus the opportunity to work from home when not required to be present at the Village Hall which will include some time in the evenings and at weekends.

Key Responsibilities

- To manage all aspects of running the hall
- To manage staff (Cleaners & Caretaker) and ensure they undertake their roles as required.
- To provide a positive experience for all hall users.
- To promote and advertise the hall using various media ie social media, notices etc

Duties

Bookings:

- Manage the bookings for the hall, according to the Bookings Process – this will include responding to all enquiries within the initial 48 hour window, showing prospective hirers around the hall and creating a positive impression of the hall and the hirer's experience.
- Hand over keys to occasional hirers ensuring these are signed for on receipt and return and the form later attached to the booking form. Ensure casual hirers receive a feedback form.
- Keep paper records of all confirmed bookings and share with the Caretaker and Cleaners, noting any potential bookings.
- Ensure that the appropriate forms are completed for licensed activities and permission has been granted.
- Responsible for meeting the Premises Licensing requirements and Challenge 25 training and records.
- Ensure that any bar provider & staff are trained in and implement the Challenge 25 system.

Finance:

- Maintain accurate, up to date records within the required format
- Provide the Treasurer monthly, by midday on the last day of the month, with information on all hire activities (in the required format) for invoices to be raised, on hours worked by staff for wages to be paid, claimed expenses and invoices for supplies/ services for payment.
- Manage the use of the bank debit card transactions for stock items administration expenses, cleaning materials, minor maintenance and repairs to the set limit and record all transactions in the format requested by the Treasurer.
- Obtain authorisation for hours worked for own monthly salary by the Treasurer by submission of a monthly timesheet in the format requessted.
- Obtain authorisation of any expenditure over £250 from the Village Hall Committee Trustees.

Hall Maintenance:

- Liaising with regular hall users and new occasional bookings, check their heating requirements and be responsible for managing the heating control and timings -for each

room to ensure that rooms are at the required temperature for scheduled activities and to provide frost guard protection at other times with support from the Caretaker.
- Approve any general maintenance expenditure under £100 required by the Caretaker.
- Inform the Caretaker of any damages, repair and maintenance requirements.
- Ensure the Cleaners maintain the cleanliness of the hall to the agreed standard and arrange for replacement to cover for holidays, sickness and additional cleaning as required.
- Ensure provision of all supplies and materials is maintained.
- Ensure the annual Portable Appliance Test for electrical equipment (PAT) and Fire Equipment test/checks are carried out.
- Ensure Health & Safety and COSHH requirements are up to date and monitored
- Carry out with the Caretaker regular inspections of the premises and report any repairs or maintenance requirements needed that cannot be undertaken by routine work.
- Maintain an inventory of all the halls contents on the spreadsheet.

General:
- Adhere to all current Policies and Procedures.
- Deal with all correspondence, including any grievances or complaints.
- Work with the Cleaners, Caretaker and Committee to provide a positive experience for all users of the hall.
- Maintain an inventory of keys and ensure numbered tags are attached to all key sets. Ensure this inventory is reviewed regularly to identify any issues and deal with accordingly.
- Attend all Village Hall Management Committee meetings.
- Ensure staff comply with all policies and procedures and have access to a copy of the Staff Handbook
- Responsible for annual appraisals of staff – to review job descriptions with employees and appraise their performance and discuss any additions or changes to the job description to meet changing needs of the Village Hall and present to the Committee for review and agreement.
- Assist with staff recruitment – replacement staff or new roles, this will include
    - Prepare or revise job description with support of trustees
    - Arrange advertising and review applicants to select a short list for interview
    - Together with at least one other member of the committee, conduct interviews and agree on successful candidate
    - Raise employment contract and liaise with Treasurer for PAYE arrangements
    - Arrange appropriate induction or training for the new employee.

Publicity and Promotion:
To be responsible for promotion of the village hall and updating of information about activities and events in the village hall by-

- Informing the person responsible for managing the village hall website of any changes to ensure it is up to date, accurate, fresh and informative.
- Advertise using social media e.g., Facebook
- Maintain internal and exterior noticeboards with current information, including the creation of posters for Hall events.
- Advertise in local publications – e.g., the monthly edition of The Limespring Hundred.

- Occasionally seek ideas and proposals for fundraising activities/ events with Trustees & 'Live & Local' links gaining approval through Committee to proceed. Liaise with Trustees to arrange raffles, refreshments and bar as required.

Key Relationships

- Manager for the Cleaners & Caretaker.
- Reports to the Treasurer OR any other agreed member of the Committee where a conflict of interest might exist.
- Liaises with the identified Trustee's on specific matters e.g., Finance, Human Resource or Risk/ Safety matters.

Reporting Arrangements

- Provides monthly reports to the Village Hall Management Committee on activity, general bookings and forecast of bookings, premises maintenance and other relevant issues regarding the hall and staff.

Payment arrangements

Rate of payment for this position: £2 per hour above the minimum hourly wage, paid monthly on the last day of the month by bank transfer.

From time to time it may be necessary to amend the roles and responsibilities to reflect the changing financial and procedural climate. This will be done following consultation with the role holder.