



JOB DESCRIPTION: Village Hall Bookings Administrator (part-time, working from home)

Summary of role

To oversee hall bookings.

To provide a positive experience for all hall users.

Key Responsibilities

Bookings:

To manage the bookings process for the hall, ensuring it is streamlined and operates efficiently, responding to enquiries by phone or email.

To maintain the bookings spreadsheet, updating it where necessary. This will require liaison with the Secretary/Assistant Clerk.

To be prepared to show prospective hirers around the hall, creating a positive impression of the hall and the hirer's experience.

To liaise with the external bar provider and village hall staff, providing information on upcoming bookings and any requirements, on a weekly basis.

Reporting Arrangements:

To produce a bookings report to each Management Committee meeting, including a forecast.

To bring any issues resulting from bookings to the attention of the Management Committee.

- Working from home with weekly attendance at the village hall for liaison purposes
- Laptop and printer provided
- Mobile phone provided

Rate of payment for this role: £10 per hour, maximum 25 hours per month