

LAWTON MEMORIAL HALL ADMINISTRATION ASSISTANT JOB DESCRIPTION

Summary of Function of Position

Lawton Memorial Hall is a charitable trust situated in the heart of Church Lawton and providing a venue for community events and activities. The hall is run by volunteers through an operating committee and fundraising committee.

The job holder will be employed by Church Lawton Parish Council acting in its role as sole trustee and will be responsible for managing the hall bookings and providing support to both the operating and fundraising committee.

Pay: £11.63 to £12.73 an hour depending upon experience (currently under negotiation).

Hours: A minimum of 7.5 hours a week worked flexibly to suit both the Memorial Hall and job holder. Hours may sometimes exceed 7.5 which will be paid as overtime. There will be occasional weekend and evening work. Note – the contracted hours cannot be worked in one session and will require to be broken up through the week.

Place of Work: The role is predominantly working from home but some attendance at Lawton Memorial Hall will be required.

Holiday entitlement: 23 days paid annual leave plus bank holidays.

Responsible to: The Parish Council Clerk (in role of chief officer to the trustees).

Equipment provided: Laptop, printer and mobile phone (which remain the property of Lawton Memorial Hall).

Specific Duties and Responsibilities

1. To provide the main contact for Lawton Memorial Hall both by telephone, email and website queries. When needed, to effectively direct queries to the relevant people within the trust.
2. To act as correspondence secretary to the Memorial Hall when required.
3. To help the volunteers, Parish Clerk and Deputy Clerk to manage the social media accounts and other media to effectively advertise the hall and its events.
4. To maintain both manual and electronic filing systems for the Memorial Hall.

5. To attend meetings of the operating committee and fundraising committee and to subsequently carry out any actions agreed to the role, which may include the taking of minutes.
6. To work closely with volunteers, especially the chairpersons of both the operating committee and fundraising committee, to ensure the smooth working of the Trust and its operations.
7. To manage hall bookings, both regular hirers and occasional users, which will include:
 - a. Dealing with queries in a timely and courteous manner.
 - b. To meet and show potential clients around the hall and to discuss function requirements such as table layout.
 - c. To ensure bookings are recorded correctly. (The hall uses Hallmaster software and training will be provided.)
 - d. To ensure invoices are issued in a timely manner and to keep track of payments including the deposit payments and returns.
 - e. To co-ordinate bookings which will include liaising with the bar contractor and our caretaking and cleaning personnel at the hall to ensure bookings run smoothly.
8. To assist the Parish Clerk with the administration of the finances (training to be provided.)
9. To be a contact and liaise with external contractors when required.
10. To assist with the maintenance of health and safety checks and logs (training to be provided).
11. To provide any other support requested which is commensurate with the role and training of the job holder.