

WALMSLEY PARISH COMMUNITY HALL MANAGER (ROLE PROFILE)

We are looking for an enthusiastic and dedicated person to take on the role of Hall Manager for Walmsley Parish Community Hall.

The building is at the heart of Egerton and used by lots of different people from playgroup and after-school clubs, to theatre groups and events. We want it to remain as a facility for everyone to use for years to come, and need someone with lots of energy and ideas to help make that happen.

ROLE PURPOSE:

The Hall Manager plays a crucial role in the smooth running of the building, and works closely with the trustees (Christ Church Walmsley Parochial Church Council) to ensure our building is a vibrant and well-managed facility that can run sustainably for the benefit of local residents and organisations.

As well as the day-to-day management, an important aspect of the role is to identify and bid for funding to secure the future of the building.

ROLE DUTIES:

The description below gives an indication of the types of day-to-day tasks, and the overarching responsibilities of the Hall Manager:

Bookings:

- Take enquiries for both Walmsley Parish Community Hall via the website or through email / phone calls.
- Maintain the online bookings system with scheduling and information for each event.
- Proactively find new bookings and publicise events to increase use (e.g. through social media).
- Balance the needs of each user group for the Hall as a multipurpose building.

Liaison with users:

- Show people around for potential bookings and answer queries.
- Confirm details and requirements before the event to ensure they run smoothly.
- Communicate between different user groups and equipment owners (e.g. lighting).
- Manage storage and other potentially conflicting needs of different users.

Event management:

- Unlock and lock the Hall for occasional users, parties etc. and check after use.
- Attend on the start date of recurring bookings to organise keys, health and safety briefing including burglar and fire alarms, location of Emergency exits, First Aid Box and Accident book.
- Operate as a Premises Supervisor on behalf of the PCC for alcohol sales and consumption.
- Fulfil the Church's Mission Action Plan of community outreach.

Finance:

- Forecast income and expenditure, tracking both on a monthly basis.
- Prepare invoices and keep simple spreadsheets for accounts.
- Banking, including depositing of cheques.
- Manage bills and expenses with Treasurers, including looking for cost efficiencies where possible.
- Put together bids for grants and search for other sources of funding to secure the future of the Hall and raise money for refurbishment.

Maintenance:

- Manage facilities and equipment, proactively planning improvements to the building and reacting to issues as they arise.
- Undertake or arrange for general maintenance to be carried out, including repairs or upkeep.
- Create, maintain and update health and safety procedures to ensure compliance with latest legislation.
- Managing refurbishment projects, liaising with users and suppliers throughout the planning and delivery.
- Oversee cleaner and arrange cleaning supplies.
- Conduct regular health and safety checks, and arrange for any necessary external safety inspections.
- Keep a record of all user groups' policies and ensure compliance.
- Update heating settings based on usage and manage other utilities.

SKILLS AND EXPERIENCE

The continued viability of the Hall will rely on the organisational and personal skills of the Manager and their communication with all members of the community in working alongside the Trustees.

The core skills for this role are people skills, and we are looking for someone to bring the spaces to life.

As well the person appointed is likely to have a good number of the following skills or experiences:

- Knowledge of and interest in the local Egerton / Bromley Cross community.
- A professional attitude and approach with excellent written and verbal communication.
- Confident, self-motivated, innovative and able to work under pressure.
- Highly organised and self-reliant with administrative tasks and timekeeping.
- Able to prioritise tasks and to adapt to changing needs.
- Friendly and able to work collaboratively and build good relationships with people.
- Experience of fundraising and preferably making funding bids for grants.
- Understanding of budgeting and basic accounting.
- Able to work evenings and weekends.
- Computer literate with a working knowledge of Microsoft Office programs and email.
- Comfortable using social media platforms to promote events and manage communication.
- Experience of using Health and Safety and other policies and procedures relevant to community centre management, including risk assessment and maintenance.



The Parish of Walmsley
part of the Turton Moorland Team Ministry, comprising the churches of
Christ Church Walmsley and St Andrew, Bromley Cross.
"Building partnership in Christ, church and community"

- Experience in the voluntary sector or community development.

PAYMENT AND OTHER DETAILS

- Initial 12 month contract for services (as a self-employed consultant), with potential to become a permanent member of staff.
- Hours: Equivalent of 20 hours per week over 46.5 weeks of the year, worked flexibly to suit a mutually agreeable schedule
- Pay: £12 per hour
- Location: Primarily home-based, but some need to attend the Hall, occasionally at short notice
- All successful applicants must consent to an enhanced DBS disclosure.

HOW TO APPLY

If you would like to apply, please email parish-hall@walmsleyparish.org with your CV and a covering letter, explaining how you meet the role profile. This letter should not exceed two sides of A4.

Application Deadline: Friday 21st October at 12pm.

Interviews will take place on Monday 31st October.

Please also email with any questions you might have or contact Gemma Gardiner 07598 998 315 for an informal chat.

We look forward to hearing from you.