**Job Description**

**Manager St Stephens Church Hall**

The Manager is employed on a part -time basis of 3 hours a week, plus overtime, and is responsible for the general running of the church hall, as well as liaising with the BSCA club, which rents part of the premises. Times vary as needed.

The manager is employed by St Stephens Church (DCC) and reports directly to the Vicar and Church Wardens.

**GENERAL DUTIES**

1**. Hall bookings.**

The Manager is required to:

1. Keep an online diary of all bookings, regular and one off.
2. Liaise with regular users as and when necessary.
3. Promote the Hall to attract more bookings.
4. Deal with enquires and show potential clients the premises and take booking details.
5. Deal with deposits and fees from hall bookings
6. Open and close the building for one off users and keep a list of key holders for regular users.
7. Make sure that users leave the hall as they find it, and retain deposits as an when necessary.
8. Monitor and update Risk and Fire Assessments, as well as user agreements.
9. Liaise with the BSCA committee when any issues arise and inform the DCC, as well as collecting monies due.

2. **Fabric of the building:**

The manager is required to:

1. Make regular inspections of the building and report any problems to the Vicar and Church Wardens.
2. Manage the day to day cleaning of the hall, and occasional maintenance, and annual inspections (electrics and gas).
3. Supervise cleaners and handymen and arrange cover for sickness and holidays.
4. Order supplies.
5. Supervise any small building repairs sanctioned by the DCC.

3. **Petty Cash and Bank Accounts:**

The manager is required to:

1. Maintain and balance petty cash and report the expenditure each quarter.
2. Record and bank all monies received, as well as expenses, and report to the Church Treasurer.

4. **Other Activities.**

a. Supervise, as far as possible, the surrounding car park.

b. Issue invoices and collect monies for parking permits.

c. Check for cars parked without a permit and if needed report them to PCM using

a dedicated online account.

1. Report to the DCC any difficulties/problems with the building.
2. Produce a brief written report each quarter for the Church Council and one for the Annual Meeting.

Hours – an average 3 hours per week, plus overtime for opening/closing at one off events, as well as at other times if authorised by the Vicar and/or Wardens. - The role demands some flexibility.

The Manager will keep a time sheet.

The Manager will be paid through PAYE.

Pay will be set at the London living wage (Currently £10.85 an hour).

Any expenses will be paid in full.

*There will be a six month probationary period.*