23rd November 2023

**Hall Manager – job description**

St George’s Hall, Blockley, are seeking to appoint a part-time Hall Manager.

The Hall Manager will be accountable to the Management Committee and will work alongside the current Hall Caretaker and the Chairman of the Committee.

Responsibilities will include (not exclusively):

* take and manage hall bookings;
* liaise with hall users as required and act as a central point of contact;
* manage the Hall’s finances and prepare financial reports as required (including the Hall’s annual accounts);
* prepare for, attend, and take minutes at, Management Committee meetings (bi-monthly);
* prepare for, attend, and take minutes at, the Annual General Meeting;
* act as the main point of contact for the Charity Commission, and fulfil any statutory obligations arising from registered charity status;
* work with the Hall Caretaker to ensure the hall is maintained and cleaned to a satisfactory standard;
* ensure health and safety reports and annual checks are undertaken and that professional advice is adhered to;
* work to identify and apply for any relevant grants;
* open and close the hall for any bookings, when the Hall Caretaker is on holiday or ill;
* maintain the charity’s website.

The role will largely be home-based, with some work required from St George’s Hall, Blockley. The role is part-time, equivalent to 1-day (7 hours) per week. The role will attract a salary of £26,873 pro-rata (£13.97 per hour).

The ideal candidate will have some previous experience of overseeing operations; preparing reports (including financial reports); working for/ with charities; working for/ with local government; and knowledge and experience of managing an online presence. Experience of managing members of staff would be advantageous.

To apply for the role, please provide an up to date CV and a cover letter of no-more than 1 A4 page. Applications should be sent to [thomas.bradley@blockley.org.uk](mailto:thomas.bradley@blockley.org.uk). The closing date for applications is the **31st December 2023**. It is envisaged that the post-holder would start work as soon as possible thereafter.