



ADMINISTRATIVE OFFICER

PETT VILLAGE HALL MANAGEMENT COMMITTEE

JOB SPECIFICATION AND DESCRIPTION

Hours of duty: 15 hours per week, no fixed working hours: working from home

Rate of pay: £10 per hour (£600 per month)

Reports to: Pett Village Hall Management Committee

Job purpose: To provide an administrative service for the Pett Village Hall Management Committee in its running of Pett Village Hall

Rate of pay: £600 per month

Responsibilities and Duties:

1. To act as Bookings Manager for Pett Village Hall including:
 - Receiving requests for bookings by telephone and email
 - Liaising with hirers to make necessary arrangements
 - Calculate deposits and hire fees
 - Refund deposits by BACS as appropriate
 - Maintain diary of bookings – written and on-line
 - Publish and keep up to date monthly diary on Pett on the Net website
 - Create end of month report of regular bookings for Treasurer
 - Create monthly diary of forthcoming bookings to enable checking of hall after events
 - As appropriate, show potential hirers around the hall
 - To arrange for the code for the key safe to be changed on a monthly basis
2. To act as first point of contact for enquiries and hirers regarding the village hall generally by telephone and email
3. To liaise with suppliers of services to the village hall and to make payments by BACS where appropriate

4. To deputise for the Treasurer and Secretary as necessary
5. To attend and report to Committee meetings (once every two months)
6. To undertake any other administrative duties as reasonably required

Required skills

1. IT skills, including the ability to use email and update the Pett on the Net website as appropriate (after training)
2. Good communication and inter-personal skills, face to face and on the telephone
3. Good written and numeracy skills
4. Flexible attitude towards working

Further information

For further information and a discussion about the role please contact Tim Rothwell, Chair, Pett Village Hall Management Committee, tim.rothwell@pett.net.org.uk
07850 469314