

Hall Manager - Role Description

Responsibilities:

- Offer a warm welcome to visitors, enquirers and hall users (by email, telephone or in person)
- Serve as the first point of contact for enquiries about hall use, liaising with the Parish Administrator/ clergy/ church officers where necessary
- Dealing professionally and sensitively with a wide range of people including clergy, church officers, congregation members and external partners (e.g school or town council), seeking guidance from their line manager where needed
- Managing the day-to-day administrative operations related to the Church Hall
- Overseeing the booking systems, arrangements for access, building security and liaison between hall users. This includes liaising with the hall Caretaker as to their duties
- Ensuring that the building and its equipment are well maintained, including arranging and overseeing repair and maintenance work
- In conjunction with the Parochial Church Council Treasurer, they will:
 - Provide the information required to enable compilation of accounts, forecasting and cash flow
 - Maintain financial systems related to the management of payments, petty cash and invoices
 - Monitor and review the financial plans to increase rental income to ensure the building's continued sustainability, and maintain and increase existing reserves
 - Assist in the preparation of the annual accounts and budget
- Implementing and where necessary developing/revising policies and procedures related to the Church Hall, ensuring they are up to date and that legislation and good practice are followed
- Carry out all duties and responsibilities in accordance with the St Peter's policies and procedures
- Establish and maintain systems and procedures for dealing with complaints, with the support of their line manager where required

The Hall Manager will also:

- Meet regularly with their line manager to discuss current and future tasks and activities
- Attend regular management meetings with the incumbent, church wardens and Parish Administrator
- Undertake training and development as needed and agreed with their line manager
- To undertake all safeguarding training as required, to follow all safeguarding policies and procedures, and to help promote safe practice and cultures
- To undertake a formal annual review process