

ST PATRICK'S CHURCH HALL BOOKINGS AGENT JOB DESCRIPTION

ROLES AND RESPONSIBILITIES:

Overall the Bookings Agent will ensure the hiring, services and facilities provided run smoothly, efficiently and effectively. To serve and satisfy the needs of customers and the plans of the St Patrick's Church Hall Committee. To conform to all legal, licensing and Health and Safety policies and statutory and regulatory requirements.

MAIN ROLE:

- Manage the Church Hall Booking and Hiring

MAIN RESPONSIBILITIES:

- Promote and manage all aspects of the hall hiring
- Liaise with customers and potential customers to hire the hall
- Set up and dismantle the hall as specified and agreed with the hirer
- Provide each hirer with the terms and conditions
- Provide invoices to the hirers and ensure they are paid
- Provide the Parish Treasurer with relevant records on financial transactions.
- Update the hall bookings calendar on the Parish Website
- Keep, maintain and monitor records as required by the Hall Committee
- Undertake any reasonable request from the Hall Committee

PERSON SPECIFICATION:

- Hands on approach
- Planning and organisation ability
- Awareness of regulatory, legal, health, fire, safety, licensing and food hygiene regulations
- Record keeping and reporting
- IT competency
- Physically able to undertake physical duties such as rearranging furniture
- Be trustworthy and reliable
- Be self-motivated, and able to take responsibility for own actions and performance
- Flexible and able to take the initiative
- Able to work under pressure
- Demonstrate excellent interpersonal and communication skills (both verbal and written)
- Able to establish and maintain good relationships