



VICTORIA HALL

Higher Bebington's Village Hall



Freelance Hall Assistant opportunity (Administration)

Hours: 8 hours per week (minimum)

Fees: £15 per hour

DBS checked or willingness to undertake one

Expressions of interest outlining how you would fulfill the role and suitability to it should be expressed on one side of A4 and emailed to admin@victoriahallhrbebington.co.uk along with your CV by 31 January 2024.

The opportunity

Victoria Hall Community Trust wishes to contract a confident, reliable, self-motivated and enthusiastic Hall Assistant to provide an effective administrative service to support the Centre Development Manager in the smooth running of the Hall.

Service requirements

- A flexible approach to the hours of service provided and willingness to undertake occasional evening work and set up the Hall for events
- A good standard of numeracy, literacy and ICT to GCSE (level 3) or equivalent
- Able to work in the office independently using own initiative to keep the Hall running smoothly
- Carry out general administrative and clerical work including filing, data entry and invoicing in accordance with the Hall's policies and procedures
- Liaise with hirers and members of the general public, dealing with their enquiries electronically, via the phone and in person
- Develop and maintain good working relations with hirers, staff, volunteers and trustees to help the Hall deliver an all-round effective service
- Be responsible for event bookings including making sure that the requirements of the customer are relayed to the staff member duty managing the event and that the customer is fully briefed on the rules of hire
- Assist with the management and development of the Hall's social media and website and with other forms of marketing and IT
- Carry out the service with full regard to VHCTL's Equality & Diversity, Data Protection, Health and Safety and other policies and procedures
- Keep the office area, notice boards and public entrances up to date with information and neat and tidy