

Catcliffe Parish Council
Memorial Hall Admin Officer

Job Description

Job Title:	Memorial Hall Admin Officer
Salary:	£7020 (£25,974 FTE)
Hours of Work:	10 per week
Responsible to:	The Clerk
Responsible for:	TBC

Job Purpose:

- To provide administration, including financial administration support for the Memorial Hall
- To take bookings and organise the bookings calendar, answering enquiries from members of the public.
- To promote activities on social media
- To assist with the effective running of the Memorial Hall

Main Duties and Responsibilities

- To keep accurate information relating to the Memorial Hall and Parish Council Activities Project
- To keep detailed, accurate financial records
- To be responsible for Memorial Hall bookings and calendar
- Producing invoices for hall hirers and ensuring timely payment
- To respond to enquiries from regular groups and private hirers, organising viewings of the hall when necessary
- To create posters and content to advertise activities on social media
- To assist with organising community events in the Memorial Hall, occasionally playing a role in the running of events
- To assist in collating monitoring information for funders
- To undertake any roles or tasks that are consistent with the level of the post and fall within the scope of the role thereby ensuring that the overall business and operational priorities of the project are delivered in a timely and effective manner

Person Specification

Detailed below are the type of skills, experience and knowledge that are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements and candidates lacking these attributes will not be considered for the post.

The points detailed under “Desirable” are additional attributes to enable the applicant to perform within the post more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Personal skills/characteristics	Essential	Desirable	Method of Assessment
Experience			
Experience of administration including taking bookings	✓		AF / I / T / R
Experience of keeping accurate financial records and invoicing	✓		AF / I / T / R
Experience of creating social media posts (paid or unpaid)	✓		AF / I / T / R
Experience of working in the public, voluntary or community sector		✓	AF / I / R
Qualifications and Training			
Good general standard of education	✓		AF / C
Ability to demonstrate continuous improvement and self-development	✓		AF / I / R
Special skills/knowledge			
Ability to communicate well with members of the public	✓		AF / I / R
Knowledge of funding regimes and their requirements		✓	AF / I / R
Ability to communicate well with colleagues and other organisations at different levels	✓		AF / I / R
Computer literate with experience of Microsoft Windows software and Canva	✓		AF / I / T / R
Personal Qualities			
Ability to organise, plan and prioritise on own initiative, including when under pressure and meeting deadlines	✓		AF / I / R
High level of written and oral communication skills	✓		AF / I / R
Ability to work flexibly and enthusiastically within a team or on own initiative	✓		AF / I / R
Drive and resilience	✓		AF / I / R
Knowledge of and commitment to equal opportunities	✓		AF / I / R

Personal circumstances			
Willingness to work flexible hours when required to meet work demands.	✓		I
Occasional attendance at meetings or events outside normal working hours.	✓		I
Physical requirements			
Ability to travel to various locations during the course of employment as required.	✓		I

Key: AF = Application Form; I = Interview; R = Reference; T = Test; C = Certificate