

Acton Playing Fields and Village Hall (APVH)

Charity Registration Number 304850

Job vacancy: Charity Manager

Hours: 8 hours per week

Rate: £14.00 per hour

A vacancy has been created for the post of Charity Manager for Acton Playing Field and Village Hall. Reporting to APVH Management Committee

The primary function of the post is to manage, administer and promote the facilities. To include managing bookings, the smooth running of the charity's facilities. Manage all aspects of finance, invoicing and bookkeeping. Also to monitor condition of the building and external environs and to oversee any volunteers, contractor services and cleaning service.

Applicants need to be community minded, well organised, computer literate, diplomatic and confident in dealing with our various customers and contractors, both in person and by phone or email. This is primarily a home-based job with frequent visits to the hall. Attendance in the evenings for committee meetings is required, normally 4 meetings a year. Occasional weekend/evening visits will be required to ensure private hirers of the hall comply with the terms and conditions and all is running smoothly. Ideally applicants should be living within Acton Parish. Laptop and mobile telephone will be provided.

If you can demonstrate you are a community minded person, we would like to hear from you.

Job description is available at: <https://actonparishcouncil.gov.uk/village-hall>

Closing date: 27th November 2024 - Interviews: w/c 2nd December 2024

Applicants should send a brief introduction email and CV to Graham Round APVH Committee Member grahamlround@gmail.com

Interviews to be held at Acton Village Hall.