

## **Acton Playing Field and Village Hall**

### **Job Description – Charity Manager**

#### **Primary objectives**

- Provide a friendly and professional service to potential and existing hirers.
- Promote maximum awareness to members of the public regarding the availability of the hall and field facility.
- Maximise booking for the facilities
- Ensure smooth running of the facility in all aspects, including maintenance and security.
- Ensure a safe, secure and clean access for users and visitors
- Ensure the charity operates within the agreed Governance Document and Charity Commission Guidance.

#### **Main area of responsibility**

##### **Administration**

- Take bookings by telephone and email, ensuring booking are uploaded regularly to an online calendar facility.
- Respond to booking enquiries with 48 hours.
- Issue relevant documentation to hirers.
- Ensure all aspects of Health and Safety Regulations are complied with.
- Within budget constraints, identify appropriate contractors or volunteers and oversee their work from a quality and safety aspect.
- Arrange appropriate cover during holidays and sickness.
- Send quarterly report to all committee members; report to cover bookings, finance and maintenance.
- Organise and attend a minimum of 3 management committee meetings each year and a combined Annual General and Committee Meeting during April each year (4 meetings in total).
- Record and distribute Minutes of all meetings

##### **Finance**

- Maintain accounts electronically via Excel and online banking.
- Prepare accounts for committee meetings and approval at the yearly AGM
- Prepare budgets and report on performance against budget
- Invoice hirers and collect payments
- Prepare payments for authorisation and settlement. Charity Manger and Treasurer to authorise payments.
- Keep a schedule of regular/committed payments for services and ensure prompt payment.
- Seek out and apply for available grants for the running and improvement of the facilities .