



BILBROOK

PARISH COUNCIL

JOB DESCRIPTION

Job Title – Temporary Part-Time Bookings Administrator

Job Purpose - The purpose of this post is to ensure the smooth running of bookings of Bilbrook Village Hall.

Hours: 2 hours per week, worked flexibly according to the needs of the Village Hall.

Pay: The National Minimum Wage (NMW) / National Living Wage (NLW) dependant on age paid per calendar month.

Responsible to: The Clerk to the Parish Council.

Personal skills: Experience of working in a similar environment would be beneficial. The applicant should be hardworking, trustworthy, numerate, have good communication skills, be flexible, and ideally be competent with email and Microsoft Office.

Duties and Responsibilities:

- Deal with enquiries for booking events
- Liaise with Treasurer/Secretary with bookings and monetary matters including deposits and fees
- Maintain a diary of bookings to enable Parish Staff to provide access and cover
- Any other ad-hoc duties.

Please note:

- Any deviation of work time hours to be done in agreement with Bilbrook Parish Clerk. Any agreed additional hours will be paid at the normal hourly rate up to 37 hours a week after which overtime rates will apply.
- Although there is some flexibility on times worked, they need to be worked around the users of the Village Hall.
- The employee will be required to sign in and sign out and inform the Parish Clerk or designated members of the Parish Council of any findings/observations ideally by email and backup up with photographs.