



PEMBURY VILLAGE HALL MANAGEMENT COMMITTEE
49 High Street Pembury Kent TN2 4PH
07983 228181
Charity No:280265

Job vacancy for the role of:

Booking Manager

Hours: **7-10 hrs per week [approx.]**

Rate: **£12.50 per hour**

A vacancy has arisen for the post of Booking Manager for Pembury Village Hall. This is a self-employed post providing a range of financial and organisational services on behalf of PVH Management Committee.

The primary function of the post is to manage the booking system for the hall and meeting room; also to monitor the condition of the building and oversee the work of maintenance and cleaning contractors.

Applicants need to be well organised, computer literate, diplomatic and confident in dealing with our various customers and contractors, both in person and by phone or email. There is a dedicated mobile phone and lap-top PC available for the Booking Manager to use so that most of the admin work can be carried out from home.

The hours required are flexible but will entail some weekend/evening work to ensure private hirers of the hall comply with the Rules and Regulations; hence applicants need to be based in or near to Pembury.

Further details including job description and application form are available on request from:
pemburyvh@gmail.com or ***07983 228181***.

Closing date for applications: **27th October 2017**