

Grange Town Council – Victoria Hall

Hall Team Job Description

Job Title:	Hall Staff Team
Salary:	Initial pay rate £14.21 per hour (SCP LC1 13-17), enhanced after 10pm and on Sundays.
Location:	Victoria Hall, Grange-over-Sands, LA11 6DP
Duration:	Permanent, casual/part time
Reports to:	Hall Manager

The Victoria Hall

Grange Town Council owns and runs the Victoria Hall as a vibrant Community Venue, offering spaces for local people and visitors to use for events and activities. Team members work with the Hall Manager to provide a friendly and safe environment for everyone to enjoy.

Duties

- a. Assist with the running of the Hall by being on site during events while the public are present.
- b. Liaise with hirers as Fire Warden for events as required. Full training and support are given.
- c. Assist with other tasks as requested by the Hall Manager.
- d. Occasionally open and lock up the building for hirers.
- e. Check the facilities are clean and ready for events.

Working Hours

Events and activities at the Hall take place during daytime, the evening, and at weekends. Hours after 10pm, and Sundays, are paid at an enhanced rate.

Other Roles

We are also looking for casual staff to help us set up for events and set out chairs and tables, and also staff to help with small maintenance jobs at the Hall. If you are interested in these roles, we'd love to hear from you.

PERSON SPECIFICATION

Designation: Hall Staff Team

Competency	Essential	Desirable
Education, Professional qualifications, and training	3 GCSE, NVQ or SVQ.	
Abilities: Practical and Intellectual skills, Experience	<p>Courteous, reliable, honest, and practical.</p> <p>Helpful and willing.</p> <p>Able to communicate clearly with the public.</p> <p>Able to implement health and safety regulations.</p> <p>Able to liaise with other team members.</p> <p>Able to work unsupervised and on own initiative within given guidelines.</p> <p>Available to work some evening and weekend duties.</p> <p>Able to present self in a professional manner.</p> <p>Show interest, willing to learn and receptive to new ways of working.</p>	<p>Experience in a similar role.</p> <p>Knowledge and experience of practical work.</p>