



Grange-over-Sands Town Council

Hall Administrator

Job Description

Job Title:	Hall Administrator
Salary:	£30,559 (SCP LC2 18-23) pro rata for 24 hours
Location:	Victoria Hall, Grange-over-Sands, LA11 6DP
Duration:	Permanent, 24 hours per week
Reports to:	Hall Manager

The Victoria Hall

Grange Town Council owns and runs the Victoria Hall, which is a vibrant community venue, offering spaces for residents, visitors, community groups and performers to hire for events and activities.

Purpose of the Role

The Hall Administrator supports the Hall Manager in their role, working together to provide a well-organised, friendly, and safe environment for everyone to enjoy. The post is based at the Victoria Hall.

Responsibilities

1. Work with the Hall Manager to ensure the bookings and administration of the hall, and the hall Outlook calendar, operate smoothly and effectively and that rooms and facilities are ready for users.
2. Assist the Hall Manager in managing the council office, maintaining equipment and supplies, and responding to telephone, email and in-person enquiries to the office.
3. Provide hire invoice details for the Finance Administrator to raise monthly invoices for users.
4. Complete the quarterly Premises and Music Licence statement. Full training will be given.
5. Work alongside the Hall Manager to promote the Victoria Hall online, via the websites and social media including updating the 'What's On' section and via posters and the 'Grange Now' publication.

6. Work with the Hall Manager to ensure building security and that regular checking, of alarms, emergency lights and firefighting equipment is undertaken, ensuring compliance with Health and Safety requirements and risk assessments.
7. Work as part of the team to provide cover for staff absence and to ensure the smooth running of hires at the hall.
8. Undertake such duties and training as directed, considering the need for flexibility in working in a small organisation, and participate in all relevant internal and external meetings.