



Grange-over-Sands Town Council

Job Description

JOB TITLE:	Hall and Services Manager
SALARY:	SCP LC2 18–21 (£24,982 to £26,511) pro-rata based on 37-hour week, depending on experience
LOCATION:	Council Offices, Victoria Hall
DURATION:	Permanent Contract, hours to be agreed, in region of 24-30 hours a week
CORE SCHEDULE:	Monday - Thursday
REPORTS TO:	Town Clerk/Responsible Financial Officer (RFO)
STAFFING:	Responsible for the supervision of Front of House Staff and Cleaner
BENEFITS:	Local Government Pension Scheme, some flexibility in work pattern

Council Overview

Grange Town Council seeks to provide an interactive, responsive and democratic forum for the community through which it can improve the social, economic and cultural well-being of the Town. The Council employs high-quality, cost-effective services to meet the needs of the residents and visitors, assists and encourages other bodies to provide such services, and promotes and defends the best interests of the Town for the benefit of all of its residents.

Council Priorities:

1. Enable residents and visitors to enjoy high quality services and facilities within the Town and seek the continual improvement and enhancement of those in accordance with the desires expressed by the community.
2. Work in partnership with other statutory and voluntary bodies, groups, agencies and individuals to ensure an improving standard of services.
3. Promote a safe, attractive and sustainable environment.
4. Represent the opinions and needs of the residents of the Town.
5. Help create a socially inclusive and caring community which embraces all its residents, and which seeks to develop understanding and mutual cooperation.

Council Mission Statement

To help to create a feeling of well-being for all who live and work in, and visit, Grange-over-Sands and to work with members of the community, stakeholders, and other bodies to enhance sustainable social and economic improvements for Grange-over-Sands.

Purpose of the Role:

To manage the Victoria Hall and Council Services and assist the Town Clerk.

Main roles and responsibilities:

1. Manage all aspects of the operation and administration of the Victoria Hall, a Community Venue in Grange-over-Sands, offering the Hall and a range of rooms for hire and rent.
2. Line-manage the Hall Cleaner and casual Front-of- House Team to ensure that the building is presented to a high standard, and available to users out of hours, supporting the success of hires, events and tenancies.
3. Ensure the building operates safely and securely, liaising with contractors to ensure effective maintenance, repairs and renewals.
4. Manage security and undertake regular checking of the proper operation of alarms, emergency lights and firefighting equipment, ensuring compliance with Health and Safety requirements and Council Risk Assessments.
5. Ensure compliance with Premises and Music Licence requirements and undertake training as Designated Premises Supervisor as required.
6. Observe and implement all relevant hygiene, health and safety and building standards and rules and ensure that all relevant policies and procedures are adhered to.
7. Manage the Council Office, maintaining equipment and supplies, providing core hour cover Monday to Thursday inclusive, and responding to enquiries.
8. Work alongside the other staff to maintain the Town Council's website and social media, taking specific responsibility for updating the 'What's On' section and publicising events and Council news.
9. Administer the allotment waiting list and leases, undertake inspections, and work with the Finance Administrator to raise annual rent invoices.
10. Work with the Town Clerk to provide administrative support and ensure delivery of contracted services and leased facilities.
11. Liaise with the Mayor and Deputy to manage attendance at any civic and social functions.
12. Work with Community Groups, such as Charity and Co. and Victoria Hall Support Group, to deliver events, for example the 'Music in the Park' Band Concerts.
13. Adhere to all Council Policies and Procedures and Risk Assessments, specifically Equal Opportunities, Health and Safety and GDPR requirements.
14. Undertake such duties and training as directed, taking into account the need for flexibility in working in a small organisation, and participate in all relevant internal and external meetings.

15. Assist at civic and community events (which may take place during evenings and weekends) in connection with the responsibilities of the post.

Working Hours

There may be the occasional requirement for evening and weekend working.

Flexibility

Post holders are expected to undertake other duties and responsibilities. It is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation to meet the changing needs and demands of the Council.

Such a requirement enables the particular expertise of the post holder to be developed and maximised to the mutual benefit of both employer and employee.

Review

This job description is issued in October 2021 and will be reviewed regularly as part of individual and organisational development and performance review and may be a subject to variation.