



## DIOCESE OF BRENTWOOD

Job Title	Brentwood Cathedral Parish Halls Manager
Parish/Department/Location	Cathedral Parish of St Mary & St Helen and Holy Cross
Reports To	Cathedral Dean
Hours of Work (per week)	3 hours per week
Contract Type	Permanent

### Overall Job Purpose

- To oversee the running of the Cathedral parish halls, in particular hall bookings
- To be flexible with working hours
- To provide a welcoming and positive experience for all hall users
- To ensure that the Cathedral parish halls remain an attractive property for hirers
- To open and close the Cathedral parish halls for occasional hirers as required both during the week and at weekends
- To provide access to the Cathedral parish halls where required for contractors, deliveries or other users as agreed with the Cathedral Dean
- To identify significant maintenance and improvements needed
- To maintain the security of the hall
- To be a member of and report to the Cathedral Parish Halls Management Committee at its meetings

### Main Responsibilities

#### Hall Bookings

- To manage the bookings process for the hall, responding to enquiries by phone or email
- To show prospective hirers around the hall, creating a positive impression of the hall and the hirer's experience
- To ensure the booking process is streamlined and operates efficiently
- To keep records of all confirmed and potential bookings and share this with the Dean and Cathedral Halls Management Committee as required

#### Meet hirer at the time of their booking and inform them of the following:

1. Explain kitchen and toilet facilities.
2. Explain Hall heating arrangements.
3. Location of fire extinguishers and emergency exits.
4. Agree procedure for locking Hall at the end of booking.

#### At conclusion of booking

1. Inspect facilities to ascertain all is generally in an acceptable order – any damage to be brought to the attention of the Church Hall Committee and the hirer.
5. Make sure all windows are locked
6. Check all water taps are turned off.
7. Turn off all lights.
8. Lock Hall.

**Finance**

- To maintain a record of all receipts and expenditure for the hall, for approval by the treasurer
- To produce a monthly account for expenses for payment by the treasurer

**Maintenance:**

- To ensure that the Cathedral Halls Management Committee is promptly informed of any new maintenance or cleaning issues

**Supervision of Premises:**

- To monitor the activities in the Cathedral Parish Halls to ensure that hirers comply with the Halls' Conditions of Hire and other statutory requirements.
- To open and close the Cathedral Parish Halls at times appropriate to the booking schedule, to provide access to contractors, deliveries and other third parties and to secure the premises when the Hall is not in use.
- To retain custody of the keys to the building.

**Notes:**

In all aspects of work you must respect the need for confidentiality.

- You will be expected to produce work to a high standard and to promote quality at all times.
- You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
- The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
- You will be expected to participate in a staff appraisal scheme for yourself.
- Smoking is not permitted while on duty.
- Employees must be prepared to work flexibly to meet the changing needs of the organisation.

**EQUAL OPPORTUNITIES**

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

**CHANGES TO THIS JOB DESCRIPTION**

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

**Date of Job Description:****Post-holder in receipt and agreement of job description:**

Signature .....

Name (please print).....

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Manager's Signature .....

Name (please print).....

Review date .....

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>		
Good level of general education	✓	
<b>SKILLS AND EXPERIENCE</b>		
Demonstrate experience in an administrative role	✓	
Able to demonstrate good numeracy skills	✓	
Prior experience recording accurate minutes	✓	
Excellent verbal and written communication skills	✓	
Demonstrates understanding and consideration of others with respect and empathy	✓	
Works constructively and respectfully with all team members	✓	
Experience of developing effective relationships with colleagues, and with people from different backgrounds	✓	
Trustworthy and reliable, with an appreciation and understanding of maintaining confidentiality	✓	
Self-motivated and uses initiative, working both alone and as part of a team	✓	
Excellent planning, time management and organisational skills	✓	
Works with accuracy and attention to detail	✓	
<b>KNOWLEDGE</b>		
Good knowledge and confident in the use of Microsoft Office programmes including Word, Excel and Publisher	✓	
Have a working knowledge of GDPR regulations		✓
Knowledge and experience of Health & Safety procedures and precautions		✓
<b>ADDITIONAL REQUIREMENTS/INFORMATION</b> (e.g. hours, shift work, travel)		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese	✓	
<b>Date of completion of Job Description (month and year)</b>	November 2022	
<b>Name and Role of Job Description Content Creator</b>	Parish Priest	

For more information please contact Fr Martin at [cathedralbrentwood@gmail.com](mailto:cathedralbrentwood@gmail.com)