**Job Advert**

**Hall Hire Manager – afternoons in a busy  
Community Centre**

17.5 hours a week, Monday to Friday 2pm- 5.30 pm (exact timing negotiable)

Salary £12,000 equivalent to £24K pa if post were full time.

**Roles:**

* **To arrange hall hire bookings in accordance with the Charities policies and ensure these are recorded on the relevant software programme.**
* **Related admin eg ensure that hirers are invoiced and paid on time, all necessary records are maintained.**
* **To assist in the recruitment of evening and weekend caretakers and to line manage these.**
* **Work with the Centre Coordinator to ensure that the building is well maintained and continues to meet health and safety standards.**

We require someone with extensive relevant experience. This may not necessarily have been gained in this setting

Further information & application form from [office@waterlooactioncentre.co.uk](mailto:office@waterlooactioncentre.co.uk)

**Closing date – Tuesday 27th May 2025 at 10am.**