**Hall Hire Manager**

Thank you for your interest in this post. Attached is a copy of the job description and a list of the skills required (person spec) and an organisational chart. In filling in the application form, also attached, please bear in mind the person spec so you remember to include everything relevant.

The closing date is Tuesday 27th May 2025 at 10am. Completed application forms should be dropped off at WAC reception, emailed to [office@waterlooactioncentre.co.uk](mailto:office@waterlooactioncentre.co.uk) or posted through the letter box in the main door of WAC (NOT the garden gate).

**Waterloo Action Centre**WAC is a busy community centre, established by the local community in 1972. The Management Committee is mainly elected from local tenants and residents associations, and at the AGM by user and resident votes. We are rooted in the community concept of mutual support with many activities run by participants.

WAC holds the Queens’ Award for Voluntary Service – the highest award for volunteer/community organisations.

WAC is open 7 days a week, with over 30,000 users a year, many of these regular users. The centre serves the whole community while including an emphasis on people who are often the most excluded. It is important that the Hall Hire Manager contributes to this commitment to inclusion and community.