



ST MARY ABBOTS PARISH CHURCH

'Serving the Heart of Kensington'

Hall Manager

GENERAL

The Hall Manager is responsible for the successful management, maintenance and daily running of the St Mary Abbots Parish Hall, Vicarage Gate, London W8 4HN. S/he is also responsible for the general management and upkeep of the whole complex of buildings (except for the Vicarage and its garden) on that site in addition to the Hall itself.

This Post is a parish post, and the Hall Manager is part of a single team – with specific responsibility for the Hall as laid out in the Job description – but also playing a part in developing and delivering the mission of St Mary Abbots as a whole.

The work of the Hall is one aspect of the whole church and part of the church's ministry and witness. The Hall is not a purely financial asset, so in addition to developing the commercial uses of the premises, reasonable priority must be given to accommodating church events, groups and programmes and their use by our community.

This is a collaborative, teamwork, post – for example, from time to time, the Hall Manager would be expected to work together with the Virger on practical projects at the church site, and the Virger would help from time to time on Hall projects.

PERSON SPECIFICATION

The Hall Manager:

- 1) Is committed to the life and ministry of St Mary Abbots
- 2) Has excellent interpersonal skills with the widest range of people
- 3) Is a good team-worker

- 4) Is energetic, alert, thorough, proactive, courteous, physically fit and capable to meet the demands of the role (the role is physically demanding, e.g. moving chairs and tables, changing bulbs, sweeping car park, using ladders etc.)
- 5) Has good general knowledge and skills at simple levels of building maintenance
- 6) Has good knowledge of up-to-date Health and Safety regulations and practice
- 7) Is efficient, organised, systematic and flexible
- 8) Is computer literate with a good telephone manner.
- 9) Has experience in organising events
- 10) Is ideally a competent general gardener
- 11) Is sympathetic to the Christian ethos of the PCC.
- 12) A full UK driving license would be an advantage.

Terms of Employment

1) EMPLOYER

The Hall Manager is employed by the Parochial Church Council of St Mary Abbots, Kensington (The PCC)

2) ACCOUNTABILITY

The Hall Manager is directly accountable to the Parish Manager.

3) PROBATIONARY PERIOD

The appointment will be confirmed as permanent after the satisfactory completion of a probationary period of 6 months.

4) DUTIES AND RESPONSIBILITIES

As indicated in the attached Job Description

5) HOURS OF EMPLOYMENT

This post requires the Hall Manager to be extremely flexible in the hours s/he works. There is a nominal 5-day, 40-hour week, with Sunday and Monday normally taken as days off, but there are weeks when the Hall Manager's presence will be required

on one or other of these days and other time off in lieu will be taken. Working times may extend from early in the morning until late at night: the Hall Manager will be responsible for ensuring that adequate hours off will be taken in lieu, in consultation with the Parish Manager.

8). SALARY

The salary on appointment will be between £28,000-30,000 pa, by negotiation with the new Hall Manager taking into account his/her relevant experience and qualifications. The salary is paid calendar monthly in arrears and will be subject to annual review.

9. HOLIDAYS

The Hall Manager is entitled to 20 days paid annual holiday plus all statutory bank holidays, increasing with one day per year of employment until the allowance has reached 25 days. All periods of holiday must be negotiated in advance with the Parish Manager. Holiday entitlements are based on the calendar year. For bank holidays worked, a day in lieu will be given.

10. SICK PAY

Payment of salary in full for the first two months in total in any calendar year; thereafter half pay for two months, after which employment may be terminated.

11. RETIREMENT

The normal retirement age is 65 but employment may be extended by mutual agreement.

12. PENSION

A non-contributory pension of 8% is paid via The Church of England Pensions Board after the completion of the probationary period and when the appointment is made permanent.

13. ANNUAL REVIEW

The Vicar & Parish Manager will conduct an Annual Review with the Hall Manager to discuss his/her performance, and the conditions of employment, and to set mutually agreed targets for the development of the work. This is a constructive process at which the Hall Manager's comments and contributions will be taken very seriously. This Annual Review will be an element in the annual salary review.

14. TERMINATION

This agreement can be terminated with one month's notice on either side.

15. DISPUTES

Should a dispute arise between the parties to this agreement which they cannot

resolve it may be referred to a panel of three PCC members appointed by the Standing Committee for the purpose of hearing both sides of the case, forming an opinion and making a recommendation to the Chair of the PCC. If the Hall Manager wishes, s/he may be accompanied at the hearing by a personal representative.

STATUTORY REQUIREMENTS TAKE PRECEDENCE OVER THE ABOVE PROVISIONS IF THEY CONFLICT.

JOB DESCRIPTION

The Hall Manager ensures the general provision of a safe, clean, warm and secure environment for all users of the Hall and authorised visitors. This involves liaison with the tenants of offices in the Hall, parishioners who use the Hall, the wide range of outside groups who book the facilities as well as outside contractors and the general public. The Hall Manager works closely with the Parish Manager, in particular on administrative matters.

MAIN DUTIES AND RESPONSIBILITIES

A) Lettings and Bookings

The Hall Manager together with the Parish Manager & Vicar develops a strategy for bookings and lettings, and regulations to be observed by all hirers. S/he publicises the Hall and attracts potential hirers; keeps the online Hall Diary with details of all bookings, both commercial and those made for Church events and by Church groups; takes bookings having regard for their suitability; makes all necessary arrangements with the hirers; shows the hirers the agreed facilities; arranges to hire agreements and issues invoices.

B) Long-Term Tenants

The Hall Manager is the first point of reference and liaison for any long-term tenants of rooms or suites within the Hall and ensures that they observe the terms of their tenancy.

C) Car Parking

The Hall Manager is responsible for renting the parking spaces in the Courtyard and the Garages and liaises with the Parish Manager who draws up the Licence Agreements when required. S/he supervises the courtyard to ensure that regulations drawn up together with the Vicar and Officers are adhered to and ensures that no unauthorised parking takes place.

D) Maintenance

The Hall Manager is responsible for the maintenance and upkeep of the premises including buildings, fixtures and fittings, furniture, curtains, blinds, floor coverings, fire equipment, etc. S/he carries out minor repairs and replacements subject to Health and Safety rules and arranges for properly qualified workers to carry out all such tasks as lie beyond this scope. S/he draws up and monitors a rolling plan for the regular maintenance, renovation and upgrading of the Hall. S/he liaises with the Parish Manager on payments to and contracts with contractors and suppliers.

E) Cleaning

The Hall Manager will ensure that the Hall and car park and the surrounding area including the garages are clean and tidy at all times. The Hall Manager is responsible for the hiring and supervision of any cleaner who is contracted to undertake part of that work and to ensure that specified work is completed to a satisfactory standard. When any such cleaner is not present, the Hall Manager will undertake that work him/herself.

F) Health and Safety

The Hall Manager is the Health and Safety Officer and Risk Assessment Officer for the Hall. Duties involve familiarity with current relevant H & S legislation, ensuring that the Hall Complex adheres to all such standards and that all users and hirers comply with such standards. This includes responsibility for fire safety precautions, fire-fighting equipment, etc. and complying with other Licensing requirements for certification on electrics etc.

G) Security

The Hall Manager is responsible for the overall security of the Hall. This will include monitoring the site at appropriate intervals.

H) Child Protection

The Hall Manager is familiar with current Child Protection legislation and ensures that all users and hirers are informed of current rules and comply with them.

I) Heating, Ventilation and Plant

The Hall Manager is responsible for the efficient operation and use of mechanical, electrical and heating services in the establishment.

J) Gardens

The Hall Manager ensures that the gardens surrounding the Hall are well planted and tended, and supervises any Gardeners employed by the church to maintain them

K) Collaboration

The Hall Manager collaborates from time to time as necessary with the Events Coordinator, the Virger and other Church Staff, ensuring that church equipment (eg tables, chairs, etc) is available at whichever site it is needed, and working together on any projects or events at either site that needs his/her help.

L) Events

The Hall Manager works together with the Vicar's PA & Events Coordinator to arrange various events in the parish.

NB

THIS IS AN INDICATIVE, NOT AN EXHAUSTIVE, JOB DESCRIPTION; OTHER REASONABLE RESPONSIBILITIES AND TASKS MAY BE REQUIRED OF THE HALL MANAGER