
Broomfield Parish Council

Appointment of Premises Manager, Broomfield Village Hall.

Broomfield Parish Council is the sole trustee of Broomfield Village Hall Charity and is seeking a Premises Manager for the Village Hall. This role involves the day-to-day management of all aspects of the building including the management and development of the site in conjunction with the Management Committee of the Village Hall and the Parish Council which acts as sole trustee.

The successful applicant will need to be able to demonstrate the following –

- Have significant practical skills in premises management
- Experience in a Village Hall setting or similar
- Experience of the management of people
- Integrity, good communication skills, enthusiasm and team working skills
- Effective maintenance of records and management of information
- A commitment to delivering the highest standard of service
- A good understanding of Health and Safety legislation and Safeguarding issues
- An ability to multi-task and manage responsibilities to the required deadlines
- Proficiency in Word and Excel

The post is part-time and based in the Village Hall (15 hrs per week). The salary is £25,991 on a pro-rata basis. The Parish Council as sole trustee, is committed to the continuous development of staff and the opportunity for appropriate training and development will be provided.

To apply for this role, send an overview of your experience and resume to Broomfield Parish Council Clerk, Mark Hembury, at the following email address clerk@broomfieldessex.co.uk. Particular attention should be paid to providing evidence of the skills and qualities above.

CLOSING DATE FOR APPLICATIONS: Friday 19th November

Interviews will take place shortly thereafter.

Employment equality statement

Broomfield Parish Council is committed to providing equality of opportunity and will not unfairly discriminate against anyone on the basis of their sex, marital status, colour, race, nationality, ethnic or national origin, religion, disability, sexual orientation or age.