



Bankfoot Church Centre

Volunteer Hall Lets Co-Ordinator

Contact: 01738 788017 or auchtergavenchurch@hotmail.co.uk

Or come into the centre any weekday morning

This is an opportunity for someone who would like to become involved, as part of a team on a voluntary basis, in helping to run this community facility in Bankfoot.

The role involves dealing with both private individuals and commercial groups by phone, email or in person and advising them about the facilities available within the Church Centre. You will need to be computer literate with a working knowledge of Microsoft Excel and Word to operate the booking diary. The time involved varies depending on volume of bookings but is usually no more than a few hours each week. There may be some evening and weekend hours involved but team help is available.

It is an interesting and rewarding position; you will meet lots of new and interesting people and get lots of job satisfaction. This is a trial for the new system of running the hall lets and will be reviewed at the end of June 2019.

The role:

- Show prospective new client around the Centre
- Discuss and agree booking with client – if client requires catering liaise with Catering Group
- Enter booking into diary
- Arrange with volunteers to set up room(s) prior to event
- Keep cleaners, property convener, office, café manager up to date on a weekly basis with bookings by sending out weekly electronic diary
- Opening and closing of the centre for some events