



JOB DESCRIPTION – HALL HIRE MANAGER

Responsible to: Club Management Committee

RESPONSIBILITIES AND DUTIES

- Take bookings from members and public for hiring club facilities
- Liaise with perspective hirees
- Ensure that club is prepared for hiring
- Ensure all necessary equipment is available
- Keep a diary of hall bookings
- Communicate using phone and email

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
- Administrative skills
- Knowledge and use of computer