**JOB DESCRIPTION**

**Letting Secretary - Coxheath Residents Village Hall (CRVH)**

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| Computer | The use of a home computer is required.  All information must be stored and backed up monthly on on the memory stick provided by CRVH.  The computer is to have suitable online security in place. |
| Provision of Mobile Phone | A CRVH mobile phone will be provided for use by the Letting Secretary, ensuring the Letting Secretary’s private number is not shared. |
| Hours of Contact | The Letting Secretary is currently available normal office hours i.e. Monday-Friday 9.00 to 5.00pm  Callers are asked to leave a voicemail message, with contact details, so they can be called back when the Letting Secretary is available.  Availability to answer the phone during set up and (if possible) clearing away/vacating of the hall by private hirers is desirable. These are usually at the weekend. |
| Assistance from  Secretary and Treasurer | The Management Committee Secretary and Treasurer will help form and implement a contingency plan when the Letting Secretary is on holiday or unable to work for any reason. |
| Website Diary and Paper Diary | The Letting Secretary will maintain a paper diary of enquiries, private and user group hires.  The web based Calendar of Activities is also to be updated on a regular basis. |
| Hire Agreements | User Groups – to issue the current hiring agreements annually with the booking forms.  Private Hires - To create and send Hire Agreements and Standard Conditions of Hire, together with other relevant documentation. To ensure completion of all paperwork and diary entries, and to communicate with the Secretary and Treasurer. |
| Deposits and Payments - Liaison | To liaise with hirer’s regarding payment of deposits and fee balances.  To liaise with the Treasurer to confirm receipt of all hire fees. |
| Trustee / Non-Trustee Status | The Letting Secretary can choose to carry out the post in one of two ways:   * As a Trustee and Committee Member on a voluntary basis, which includes voting rights. * As a non-Trustee and Committee Member, without voting rights, in receipt of remuneration (to be agreed). |