



JOB DESCRIPTION

Title	Billingshurst Centre Manager
Reporting to	Clerk to the Council
Overall Purpose	To be responsible, under the direction of the Parish Clerk, for the administration of the Billingshurst Centre in all its functions for the benefit of the residents of Billingshurst.
Hours	37 hours per week, some unsocial hours.

Principal Duties and Responsibilities.

Staff

1. Management of the Centre staff to ensure the smooth running of the Centre including staff rotas, organisation of workload, initial contact for any staff issues and training needs.
2. Manage staff absence and sickness records.
3. Provide Payroll information to Payroll Bureau and authorise accordingly.
4. Undertake Staff Appraisals.
5. Carry out receptionist and caretaker duties.

Facilities

6. Assist the Clerk to ensure Risk Assessments are kept up to date and acted upon immediately.
7. Assist the Clerk to update the Centre Fixed Asset Register annually.
8. Arrange all building services including electricity, gas, water, phone, I.T., plumbing, sanitary services, security, garden maintenance and insurance.
9. Responsible for site and premises maintenance including property inspections, fire drill and emergency lighting checks.
10. Ensure the Centre complex, internally and externally is kept clean and presentable at all times, making certain that daily cleaning is carried out to a high standard.
11. Ensure kitchen is maintained hygienically, fully equipped and stocked in accord with user needs and demand.
12. Manage computer and I.T. requirements of the Centre and its hirers.

Regulatory

13. Be the responsible Health and Safety person, working with the Parish Clerk
14. Be the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005, working with the Parish Clerk.
15. Ensure compliance with licensing and performing arts regulations.

Hiring

16. Ensure that the Centre has an accurate and efficient record keeping system.
17. Management of Centre bookings including hire agreements and hirers insurance. Update and administer the booking system.
18. Ensure Centre users are provided with the required services, equipment and catering facilities. Deal with hirers' queries.
19. To review pricing policy annually for approval by Council as Trustee.

+

Accounting

20. Manage petty cash.
21. Oversee (by others) invoicing, banking, debtor control, quarterly VAT return (to the Parish Clerk for submission to HMRC), monthly management accounts, bank reconciliation, preparation of information for year-end accounts and independent examination.
22. Prepare a monthly Manager's report to the Trustee's Centre Committee.
23. Any other such duties as directed by the Clerk.
24. This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility at the time of writing. The Clerk will, in discussion with you, review the job description at appraisal. It is the Council's intention to work with you to update and incorporate changes to your job description as required. However, if agreement cannot be reached, the Council reserves the right to impose changes.

April 2019