

St Peter's Church, Littleover and Blagreaves	
Job title	Hubs Manager for 'One-off' Bookings
Hours and remuneration	4 hours per week (averaged across weeks) Living wage of £11.44/hour (amended each April)
Main purposes of job	To manage one-off bookings for St Peter's Hub (Littleover) and St Andrew's Hub (Blagreaves), providing excellent customer service and ensuring that all booking conditions are met by the hiring party.
Key tasks	<p>Be the first point of contact for enquiries for one-off hub bookings – by phone or email</p> <p>Explain the booking conditions and provide a copy of the booking agreement</p> <p>Show the interested party around the premises to determine whether they wish to proceed with the booking.</p> <p>Accept the completed, signed booking agreement and arrange payment, including the returnable deposit</p> <p>Ensure the heating is set</p> <p>Liaise with other parties (e.g. St Andrew's Pre-school) to ensure the space is cleared ready for hire.</p> <p>After the event, ensure that the premises have been left as agreed, all rubbish has been taken away, and that booking conditions have been met</p> <p>Arrange for the return of the deposit if appropriate, or follow up with the customer if the premises have not been left as agreed</p> <p>If necessary, tidy and clean the premises in time for the next users.</p> <p>Maintain a timesheet of hours worked.</p>
Key results/objectives	<p>Customers have a positive experience of hiring our Hubs, in line with our stated value of serving the community.</p> <p>Our Church community is not negatively impacted by opening our premises to one-off bookings</p>
Responsible for equipment	Ensure that equipment is available for the customers to tidy up after themselves and leave the Hub clean
Reporting to...	Iona Hague (Parish Administrator)
Duration	Reviewable after 6 months
Closing date	Monday 20th January 2025

**Please apply in writing, via post or email to:
St Peter's Parish Office, Church Street, Littleover, Derby, DE23 6GF
office@stpeterlittleover.org.uk**