

Our village hall needs you!

We are recruiting for a Hall Manager for Leonard Stanley Village Hall.

If you are a people person with a customer focus and good organisation skills then this PAID role could be for you. The role involves managing all aspects of enquiries, bookings and maintenance at the hall.

Good rate of pay & flexible hours (20 hours per month). Most hours can be worked from home around other commitments but some working hours will be dictated by the needs of customers/contractors (inc occasional evenings and weekends).

You must be comfortable using a smart phone/computer for phone calls, emails and an online booking system (training will be given on specifics).

Job share welcome. Would suit village resident.

For more information please contact us by Friday 28th September at

Leonard Stanley Village Hall, Leonard Stanley, Leighton Buzzard, Bedfordshire, MK43 0JL. Tel: (07734 221274) Fax: (07734 572212)