STILTON PARISH COUNCIL

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Pavilion Administrator
Employer	Stilton Parish Council
Location	Stilton Pavilion
Hours	12 hours per week
Salary	From £15.06 - £16.08 (SCP13-17 LC1, above substantive)
Responsible to:	Clerk, Stilton Parish Council

Main Purpose of the Role

The Pavilion Administrator is responsible for the day-to-day administration of Stilton Pavilion. They will assist in the smooth running of the Pavilion, attending to the needs of users with focus on statutory and Parish Council requirements for the Pavilion.

The Administrator will be under the supervision of the Clerk and will work with them to process the necessary records for bookings, invoicing and administration of a community building. A degree of flexibility is required to provide the necessary support.

The Administrator will promote use of the Pavilion, raising its profile in the community and beyond and help advise the Parish Council on ways to maximise the facilities potential as well as play a role on the maintenance and running of the facility.

Key Tasks	
1	To be responsible for Pavilion and Community Field bookings via our Scribe Booking software, via email, telephone and messenger and follow booking processes (ideally responding to prospective hirers within 2 days).
2.	Liaise with users to provide viewings of the Pavilion, open and lock up the Pavilion for non-regular users, alongside other staff members (between 9am and 7pm, which can involve weekend work). To circulate information to other staff members, prior to bookings, to enable effective hire.
3.	Manage Pavilion hire and pitch use on our booking software, processing invoices to enable accurate accounting of Pavilion income (regular hirer invoices: monthly, non-regular: as needed).
4.	To forward a Hire Charge invoice, Deposit invoice, Acknowledgement of Terms and Conditions form, Bouncy Castle forms (if required), Pavilion Terms and Conditions, Hirer Checklist and Emergency Evacuation Procedure to all non-regular hirers in a Word/PDF format for each booking. To complete the Contractor check list prior to bookings taking place.
5.	To keep the Scribe Bookings calendar up to date, liaising with regular hirers to ensure accurate documentation of bookings including breaks.
6.	Add Bouncy Castle documents (PIPA certs, Public Liability Insurance certificates and confirmation of British Standards), Food Safety Hygiene certificates, PAT certificates and the Acknowledgement of Terms and Conditions form to each booking on Scribe, prior to events (as relevant).
7.	Maintain the Pavilion Facebook account, providing interesting and informative content to keep the village aware of Pavilion activity.
8.	Attend quarterly PVC committee meetings to deliver a report on Pavilion concerns.

Ad Hoc Tasks	
1.	To be aware of regular maintenance tasks – e.g., fire alarm and emergency lighting testing, septic tank emptying, Pavilion bins, etc. Problems should be referred to the Clerk/RFO.
2.	Be aware of and adhere to facility risk assessments and health and safety policies including the legionella testing, injury and COSHH sheets. Provide advice to users regarding safe handling of equipment, and safe use of the facilities, in accordance with good practice and current health and safety legislation/standards.
3.	Be familiar with the Pavilion security system.

The council is committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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.