



JOB VACANCY

Operations Administrator

6- month Fixed-term Contract - PART-TIME 18 hours a week

Come and join our Team! We currently have an exciting opportunity for an Operations Administrator to join us at the Village Hall.

As a member of our amazing team, you will assist in the smooth and efficient running of the Hall and work flexibly to meet the needs of Hall users.

The role is varied, including dealing with bookings, reception tasks, setting up rooms and welcoming Hall users. This is a customer focused role, and you will be the first point of contact for Hall users. You will need to be friendly and professional, dealing appropriately with any queries that arise.

The role will involve lone working and will suit someone who is resourceful and able to work well under pressure. You will also be a key holder for the Hall. You must be aged 18 and over to apply for this role.

Salary: £11.44 per hour

Hours: part-time position 18 hours a week. – Thursday 9.00am – 5.30pm (1 hr unpaid lunch), Friday 9.00am – 12.15pm Saturday 12.45 – 8.00pm. The postholder should be willing and available to work outside usual office hours, including evenings, to meet the needs of the business. This is a year-round position not term-time only.

Location: Emersons Green, Bristol

For more information, including a full job description, please contact the Hall Manager on manager@egvh.org.uk.

If you are interested in the position, please email an up-to-date copy of your CV to manager@egvh.org.uk, together with a covering letter setting out your experience and skills relevant to this post and reasons for applying. Contact details of two referees prepared to give you references are required. Your referees must be known to you for a minimum of two years and must not be related to you.