

# Rampton & Woodbeck Parish Council

## Village Hall Warden Job Vacancy



Upwards of 8 hours per week  
flexible to suit/meet the  
Village Halls needs\*

Salary to be discussed at Interview (paid according to the National Joint Union of Councils pay scales)

Initial Duties include:

- Oversee the running of the hall
- Proactively Seek out, Promote and Support new bookings and events
- Undertake Cleaning and Caretaking Duties (both Village Hall & Post Office Building)
- Setting Up the Hall for regular user groups
- Oversee service and maintenance contractors (both Village Hall & Post Office Building)
- Act as point of contact for all hall enquiries
- Updating of Village Hall & Post Office building Paperwork, Risk Assessments etc
- Checking of the 3 Parish Defibrillators & updating of Noticeboards

The Parish Council are seeking to appoint an individual who is friendly and is an outgoing 'people' person, who enjoys interacting with the public. The role is varied and changes with the season and demands on the Village Hall. Ideally, we would like someone who enjoys being proactive and will seek events and groups to use the Village Hall to its full potential. Overall, the Warden will ensure the building and facilities provided run smoothly, effectively and efficiently. You will satisfy the needs of our hall customers and the requirements of the Parish Council ensuring all legal, licensing and health & safety regulations are met.

\*The Hours are currently reduced due to the reduced activity of the hall which is emerging from post-Covid shutdown and may rise in the future as the activities at the hall increases. The successful applicant will need to visit the hall on a regular basis, therefore travel to and from Rampton will be required.

If you would like to apply for the role, please email your CV and covering letter, or if you would like further information including a job description:

Please contact the Clerk to the Council, Ed Knox

email [clerk@ramptonandwoodbeck-pc.gov.uk](mailto:clerk@ramptonandwoodbeck-pc.gov.uk)

For an informal chat about the role please contact Ed Knox 01777 711579 or Martin Cree the retiring Village Hall Warden 07471 877504

Closing Date: The role will be closed as soon as suitable applicant(s) have applied and been shortlisted for interview.

Interview date to be confirmed following review of applicants.