



Job Description – Room Hire Officer

Hours: 16 hours a week

Salary: £13/hour

Accountable to: Centre Manager

Location: Caerphilly Miners Centre

Overview

Caerphilly Miners Centre for the Community aims to ‘breathe life’ into the building through the development of community activities supporting wellbeing, volunteering, climate action and celebrating our social heritage.

The purpose of the job is to manage, organise and administrate our room hire bookings.

The work is as follows:

- Deal promptly with room hire enquiries
- Give tours of the building to prospective room hirers
- Inform room hirers of terms and conditions, including refreshments, equipment and furniture requests
- Liaise with the centre manager and the volunteer coordinator to ensure there is adequate staff/volunteer cover for bookings
- Invoice all regular and one-off room hire bookings in advance
- Keep all filling up to date and easy to understand for other staff
- Chase up outstanding invoices and payments as necessary
- Use the centre’s booking software to keep the booking calendar up to date
- Keep an up-to-date chronological calendar to keep staff and volunteers informed of upcoming bookings
- Support the centre manager with any documentation or contracts that need updating

- Ensure all necessary paperwork is received from room hirers, booking forms, copies of insurance, qualifications etc and filled appropriately
- Ensure there is adequate equipment for room hire bookings and that it is in the correct location
- Rearrange locations of room bookings as appropriate to maximise use of centre space

Essential Experience

- Organised
- Focused
- Attention to detail
- Excellent IT skills
- Administration experience

Desirable Experience

- Experience using WIX
- Experience of credit control