



MALDON TOWN COUNCIL
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Maldon Town Council Part Time Business Manager for the Moot Hall

Salary Scale LC1, scp 5 - 9 (£18,799 – 20,344 pro rata)

Applications are invited for the part time post of Business Manager for the Moot Hall, Maldon.

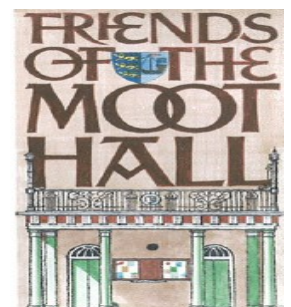
Maldon is a beautiful old town situated on the estuary of the River Blackwater in Essex, with a long and proud history. The Town Council owns the 15th Century Moot Hall in the High Street, and it is administered by the Friends of the Moot Hall Charity as a living museum, seeking to maintain its character, heritage and traditions. The Moot Hall has served Maldon as town hall, prison, police station, court house, charter house, armoury, council chamber and public meeting space for nearly 450 years. Now it has a new life as a centre for the social history of the town, and plays host to numerous events, performances and exhibitions. It is also a venue for civil ceremonies.

The person appointed will be responsible for all aspects of managing a small team of volunteers and guides who run events to promote the Hall as well as being the public face of the Moot Hall. You will need to have a high level of literacy and numeracy, a good standard of Excel and Word, Email and website management as well as the ability to supervise volunteers. A good commercial understanding combined with an appreciation of history, and of the heritage sector would be preferable. A willingness to work flexibly is essential.

The post is for 7 hours per week 1 March – 31 October and 4 hours per week 1 November – 28 February.

The closing date for applications is **noon on Thursday 18th April 2019** with interviews taking place during the week of **6th May 2019**

Application packs can be obtained from the Town Council offices, tel 01621 857373 or email: townclerk@maldontowncouncil.gov.uk



DETAILED JOB DESCRIPTION

POST: Part Time Moot Hall Business Manager

REPORTS TO: Direct:- Trustees of The Friends Of Moot Hall
Indirect:- Town Clerk

JOB PURPOSE:

To carry out the Trust's objectives to advance the education of the general public about the historical and cultural importance of the Moot Hall, Maldon.

The Manager will be responsible for the smooth running of the building as a visitor attraction and a wedding venue.

HOURS & SALARY:

The post is for 7 hours per week 1 March – 31 October and 4 hours per week 1 November – 28 February equivalent to Local Government Pay Scale LC1, 5 - 9 (£18,799 - £20,344 pro rata)

Detailed Job description

1. Maintaining the diary for the Hall, booking in tours, weddings and other events, in consultation with the Heritage Officer, Wedding Co-ordinator and Housekeeping staff.
2. Staff: to manage guide rotas and cleaners; monitoring all staff; collecting timesheets & calculating pay, sending information to the payroll provider for monthly payments.
3. Weddings: working with the Wedding Co-ordinator to make all arrangements with clients and registration service, booking in staff, ensuring smooth running on the day.
4. Education Programme: work closely with the Heritage Officer and Trustees to ensure an effective programme for schools and life-long learning.
5. Finance: invoicing hirers, till reconciliations, banking, providing information for the Treasurer; maintaining the basic accounts and preparing for audit.
6. The Friends of Moot Hall Trust: providing regular reports and attending Trustee meetings; liaising with the Committee regarding events, fundraising and promotional activities.
7. Liaison/Interface: being the main point of contact for members of the public and paid and volunteer staff; handling complaints.
8. Publicity & promotion: ensuring material is available in a timely manner for advertising, social media updates and website content - Liaison with volunteer PR officer.

9. Representing the Trust at business meetings as necessary
10. Liaise with the Town Council on the maintenance of the property, reporting defects.
11. Undertake appropriate health & safety checks and risk assessments, record any problems and ensure these are followed up.
12. Staff training – record staff skills and arrange training as necessary.
13. Key holder for alarm purposes.
14. Any other tasks as necessary to effect the smooth running of the Moot Hall
15. To be one of the nominated individuals for emergency call-outs for the purposes of the Intruder and Fire Alarm contracts for the Moot Hall.

Key Skills

High level of literacy and numeracy

Good standard of Excel and Word, Email and website management.

Diary Management

Event management experience

Good commercial understanding

Appreciation of history, and of the heritage sector

Like meeting people and working as part of a team.

Attention to detail, accuracy and good timekeeping

Willingness to work evenings and weekends

Work Location

The post holder will be required to work from home and will need access to a telephone for which reasonable re-imbusement will be made, and access to a computer.

The post holder will also need to be deployed in the Moot Hall when appropriate.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
PART TIME BUSINESS MANAGER – MOOT HALL		
EXPERIENCE		
Management and Organisational Experience	✓	
Experience of staff / volunteer / member management	✓	
Experience of project / contract management		✓
Experience of preparation of bids for external funding		✓
SKILLS, KNOWLEDGE AND ABILITIES		
Strong administrative skills.	✓	
Ability to allocate, co-ordinate, plan and prioritise own workload an meet tight deadlines	✓	
Commitment to accuracy and quality	✓	
Problem solving and decision making aptitude	✓	
Ability to use a computer and Microsoft Office Professional programmes and e-mail including a sound knowledge of Windows Word and Excel applications	✓	
Excellent verbal and written communication skills	✓	
Familiar with day to day running of a website	✓	
Ability to think at a strategic level.	✓	
The ability to work on own initiative and suggest improvements to organisational systems/procedures	✓	
The ability to produce professional documentation, including policies, contracts and risk assessments	✓	
PERSONAL ATTRIBUTES		
Pleasant, approachable disposition	✓	
Ability to cope under pressure	✓	
Highly visible and committed to team working with good people management and interpersonal skills	✓	
Good mediator	✓	
Target focused	✓	
OTHER FACTORS		
Flexibility and willingness to work evenings and some weekends when required	✓	
Full driving licence with access to a car		
EQUAL OPPORTUNITIES		
Be able to demonstrate a commitment to the principles of equal opportunities and diversity and be able to carry out duties in accordance with those policies	✓	