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| **St Peter’s Church, Littleover and Blagreaves** | |
| Job title | **Hubs Manager for ‘One-off’ Bookings** |
| Hours and remuneration | 4 hours per week (averaged across weeks)  Living wage of £11.44/hour (amended each April) |
| Main purposes of job | To manage one-off bookings for St Peter’s Hub (Littleover) and St Andrew’s Hub (Blagreaves), providing excellent customer service and ensuring that all booking conditions are met by the hiring party. |
| Key tasks | Be the first point of contact for enquiries for one-off hub bookings – by phone or email  Explain the booking conditions and provide a copy of the booking agreement  Show the interested party around the premises to determine whether they wish to proceed with the booking.  Accept the completed, signed booking agreement and arrange payment, including the returnable deposit  Ensure the heating is set  Liaise with other parties (e.g. St Andrew’s Pre-school) to ensure the space is cleared ready for hire.  After the event, ensure that the premises have been left as agreed, all rubbish has been taken away, and that booking conditions have been met  Arrange for the return of the deposit if appropriate, or follow up with the customer if the premises have not been left as agreed  If necessary, tidy and clean the premises in time for the next users.  Maintain a timesheet of hours worked. |
| Key results/  objectives | Customers have a positive experience of hiring our Hubs, in line with our stated value of serving the community.  Our Church community is not negatively impacted by opening our premises to one-off bookings |
| Responsible for equipment | Ensure that equipment is available for the customers to tidy up after themselves and leave the Hub clean |
| Reporting to… | Iona Hague (Parish Administrator) |
| Duration | Reviewable after 6 months |
| Closing date | Monday 20th January 2025 |

**Please apply in writing or via post or email to:**

**St Peter’s Parish Office, Church Street, Littleover, Derby, DE23 6GF**

**office@stpeterlittleover.org.uk**