



## **HORSFORD VILLAGE HALL MANAGEMENT COMMITTEE**

Registered Charity Number: 303985

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Applications are invited for a **Booking Secretary** to join our Support Team at Horsford Village Hall. This vacancy is on a self-employed renewable annual contract basis.

The position requires someone who is self-motivated and able to work from home. The successful applicant will be responsible for responding to all requests for hiring bookings, including meeting prospective hirers on site to show them the space available and make sure the prospective hirer understands the booking process through our website and updating the website with new regular hirers.

They will be responsible for making sure the financial side of the hiring process is handled efficiently, liaising with the Janitor/Cleaner, the VHMC Secretary and Treasurer when required.

The successful candidate must hold a full Disclosure and Barring Service check (DBS) and be computer literate in Word and Excel and familiar with using internet applications.

Please contact the VHMC Secretary on [hvhmcsecretary@gmail.com](mailto:hvhmcsecretary@gmail.com) for further information.