

St Werburghs Community Association is looking for part time

# Duty Managers

**Shifts Available:**

 1.Monday evening 4.30-10.30pm and Friday evening 4.30-8pm – 9.5 hrs basic

Plus every other Saturday/Sunday afternoon/evening when required

 2.Tuesday evening 4.30-10pm and Wednesday evening 4.30-10.30pm – 11.5 hrs basic Plus every other Saturday/Sunday afternoon/evening when required

3.Thursday evening 4.30-9.30pm and Sunday daytime 8.30am to 12.30pm – 9 hrs basic

4.Saturday daytime 9am to 6.30pm – 9.5hrs basic

You will also be expected to cover some staff sickness and holidays.

**Salary**: £9.74 per hour

**Main purpose of the job**

To ensure safe and effective operation of the Centre during activities and events. Primarily working during evening and weekend shifts. To be responsible for ensuring all Health and Safety requirements are met during bookings. To respond to requests from the public regarding room bookings, projects and events, to ensure best maintenance of the building, including a high standard of cleanliness and good appearance of all rooms, toilets and communal areas, to act as a key holder and process payments.

The role is to represent the interests of the St Werburghs Community Association and St Werburghs Community Centre in welcoming visitors to the Centre and facilitating a positive user experience for all who come through our doors. The role will provide excellent customer service to members, office tenants, event and training organisers and all visitors to the Centre in a friendly and professional manner.

**Application Deadline: Sunday 10th October 2021, 12 midnight**

**Interviews to be held: Thursday 14th October 2021**

**To start as soon as possible.**

To apply the Application Pack is available to download from our website: [www.stwerburghs.org.uk](http://www.stwerburghs.org.uk)

or e-mail Alison Saunders, Finance & HR Manager to request a pack: alison@stwerburghs.org.uk

**PLEASE NOTE – WE DO NOT ACCEPT CV’S**

St Werburghs Centre, Horley Road, St Werburghs, Bristol, BS2 9TJ. Tel: 0117 955 1351

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