**GROSVENOR CHAPEL**

**24 South Audley Street**

**London W1K 2PA**

**JOB DESCRIPTION**

**Job title** **HIRING & SITE MANAGER (HSM)**

**Hours** 12 hours per week, spread if possible over three working mornings (Tuesdays, Wednesdays, Thursdays), although there is some flexibility in that.

**Accountable to**  The Priest-in-Charge with input from the Chapel Wardens and Chair of the Fabric Committee.

**Introduction to the Post**

The HSM is responsible for the hiring of the Chapel’s facilities and the management of its site, working in conjunction with the Priest-in-Charge, the Chair of the Fabric Working Group, the Chapel Wardens and the Chapel’s P/t Verger and cleaner.

The Grosvenor Chapel offers a very pleasant setting and a friendly and varied community in which to work. Alongside the daily service and occasional offices, the Chapel facilities are well used by a range of users from Opera and Italian classes, to children’s parties, the AA, private music classes, an Anglican Japanese University, choir rehearsals, organ recitals and concerts. At certain times of the year, most notably the five weeks prior to Christmas, the Chapel can become very busy indeed. It is vital that we have someone who oversees the use of the site and tries to promote its use.

**Responsibilities**

1. **Chapel and Room hire**

In 2016, the Chapel handled bookings from 121 organisations and individuals and this constitutes and important element of Chapel income, as well as being part of our Mission Strategy to make the Chapel site available for a wide-range of users. The Chapel hires out: (i) the Chapel itself largely for concerts; (ii) the two Chapel Rooms and Garden; (iii) all but one of its Car Bays.

* Year-round bookings and management of the Rooms and Chapel hire.
* Advertising the Chapel’s facilities and attracting future bookings from new clients, while following up past clients to seek repeat bookings.
* Invoicing clients and follow up of payments.
* Bookkeeping for events and hiring (ensuring all monies received and paid are accounted for properly including attribution of income and expenditure to correct ledger codes).
* Managing the verger, who is booked to oversee the events on the day.
* Manage the hiring and invoicing of the Chapel Car Bays.
* Keep contracts of hiring up-to-date and make hirers aware of our Safeguarding and Health & Safety Policies.
* Managing the receipt of rent payment from the Audley Flower Stall.
* Annually researching and recommending to the Chapel Committee annual hiring costs for Chapel facilities and leases.

1. **Site Management**

* Upon instruction from the Priest-in-Charge (PiC), the Chair of the Fabric Working Group, the Chapel Wardens the HM will organise minor repairs.
* When a fabric project is underway the HSM will liaise, and supervise the contractors.
* Report any fabric/site problems to the to the PiC, Chair of the Fabric Committee and Chapel Wardens.
* Ensure annual oil order for the Chapel heating system, an annual service of the heating system, annual leaf clearing of the roofs, rodent control, at intervals boiler and electricity checks, and ensure compliance with the terms and conditions of the Chapel’s insurance policy.
* Test fire alarm regularly
* Advise visiting groups of fire arrangements

1. **Office and Front of House Cover.**

During the HSM’s office hours, the HSM will be expected to offer front of house cover and offer some secretarial support to the Priest-in-Charge. These duties would include:

* Liaising with visiting suppliers, deliveries and workforces
* Receiving enquiries and visitors: attend the Chapel Office phone during office hours, and any specific visitor requests.
* Showing potential Chapel site users/hirers around the facilities.
* On occasions, the HM may be asked to send emails to various groups on our Chapel database and liaise with the congregation and undertake certain secretarial functions.
* Liaising with Fiona Andrews, the Chapel Administrator and Fr Richard, the PiC.
* Keeping an eye via the CTTV monitor on what is happening in the Chapel and where necessary offer guidance or call for assistance.

1. **Ensure Compliance with Music Copyright/ Performance Rights**

Use of copyrighted music performed (not used in divine services) at the Chapel will need to be registered. External organizations using the Chapel as a concert venue – orchestras, choirs etc – are encouraged to make their own arrangements regarding copyright issues, and the hosting body, the Chapel, should ensure that written confirmation is given that this is in place.

*The Chapel is currently reviewing this area of its management and the HSM will be expected to uphold forthcoming policy.*

**Person Specification**

* Computer literacy: ability to use word processing software, to update the relevant parts of the Chapel website related to the HSM’s role (once instructed), and to be open to using new media to promote the Chapel.
* A willingness and aptitude to promote the Chapel’s facilities through advertising and other means of communication
* General literacy and numeracy skills in order to communicate effectively with clients who hire Chapel facilities, to draw up invoices and to conduct simple bookkeeping.
* Interpersonal skills: friendly, warm and polite, encouraging people who show interest to use Chapel facilities. Where needed, to be sensitive and compassionate in response to the varied enquiries and requests the Chapel receives.
* Organisational skills: ability to collect and organise data and to deal with paperwork and administration required for this role, multiple tasks/time management and financial aspects of hiring administration.
* Flexibility: ability and willingness to deal with the unexpected
* Teamwork: to work as part of a team alongside the Priest-in-Charge, the Chapel Wardens, Chair of the Fabric Working Group, Chapel Administrator and P/t Verger.
* Trustworthiness: to act with probity and discretion.
* Be in broad sympathy with the Christian ethos of the Grosvenor Chapel as set out in the “Chapel’s Mission Statement”.

1. **Terms & Conditions**

The post-holder will be an employee of St George's, Hanover Square, the Parish of which the Grosvenor Chapel is a part.

The post-holder will receive the following salary: £14 per hour (subject to experience/qualification).

There will be a six-month probationary period, at the end of which there will be a review. Thereafter reviews will take place termly and annually. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Holiday entitlement is 25 days per year pro rata plus statutory Bank Holidays (equivalent to 8.5 days for 12 hours per week). Leave should be arranged in advance with the PiC, bearing in mind the demands of the working year at the Chapel.

The PiC (who is the Line Manager) will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training.

Any overtime needs to be agreed in advance with the PiC or Churchwardens and will be paid at the hourly rate.

Access to a stakeholder pension scheme is available after three months’ continuous service, involving employer’s and employee’s contributions. Further details are available from the Treasurer.

**Application**

Applications will close by Wednesday 5th July 2017.

Interviews on Thursday, 6th July, from 5.30pm.

Please apply by application form provided sent to:

email: richard.fermer@grosvenorchapel.org.uk subject: “Post of Hiring & Site Manager”

mail: The Rev’d Dr. Richard Fermer, “Post of Hiring & Site”, Grosvenor Chapel, 24 South Audley Street, W1K 2PA.