

Hall Manager: St Andrew's Hall, Chesterton (Cambridge)

St Andrew's Hall is a vibrant centre for community activities in Chesterton, which is in the process of expanding its current facilities. It is run by a management committee consisting of members of St Andrew's Church and community groups/users. The Hall Manager needs to be practical, well-organised, self-motivating, patient and dynamic, with the ability to multi-task at every level, working at this busy interface with groups of all ages and all kinds. Experience of Health & Safety, maintenance and financial management are essential, as are communication skills and the ability to work with others. Community outreach is a fundamental part of the job.

This is a full-time permanent post, with occasional evening and weekend hours; demanding but very rewarding for the right person. The post is to start towards the end of May. The salary range is £24,892 – 28,922 plus contributory pension scheme.

Details can be accessed via the Hall's website on <http://www.standrews-hall.co.uk>. To apply, please send a CV with covering letter to Rev Nick Moir, Chair of St Andrew's Hall Management Committee, St Andrew's Hall, St Andrews Road, Cambridge CB4 1DH. **Closing date:** 31 Jan 2014. Interviews will be held on Mon 24 Feb 2014.