

# Ilington Village Hall Vacancy for Bookings Clerk

Are you looking for an exciting new opportunity ? Do you want to meet lots of new people? Do you want to have fun?

If so IVH has just the role for you because we are looking for an enthusiastic volunteer to join our Charity's Management Committee to act as Bookings Clerk.

The role involves:

- Taking bookings for parties, sports events, school activities, music evenings and craft fairs
- Managing the booking process / liaising with hirers to make sure their events are absolutely brilliant
- Working with our service providers / monitoring their activities

No previous experience is necessary although access to a computer with internet access is essential and a willingness to learn and develop the "HallMaster" booking software.

It is anticipated the role will take a couple of hours a week and can be done remotely, although visits to the hall will be required at times. We'd love it if the Bookings Clerk would also like to get involved with other hall activities, such as organising our own events.

The Bookings Clerk will join the 11 other friendly volunteers on the Management Committee and will become a Trustee of the Charity.

If you would be interested in finding out more about this exciting opportunity please call Penny on 07503 581 284 or send an email to [penelopejbiggs@icloud.com](mailto:penelopejbiggs@icloud.com)

Ilington Village Hall:  
Registered Charity  
Number 300870