



Castle Bromwich Parish Council,  
Arden Hall, Water Orton Road, Castle Bromwich, Solihull. B36 9PB

## **HALL MANAGER, ARDEN HALL**

Ability to lead team of staff in all aspects of daily operation of a large Parish Hall. The person appointed must be a personal licence holder. Computer knowledge essential with use of RBS Omega Software for invoicing and facilities booking management. Training can be provided for Omega. Pension scheme available. Part-time position – 30 hours per week, including some evenings and weekends.  
Annual salary range: LC2 (26-29) £23,398 - £25,951 (pro-rata equivalent will be payable).

Telephone: Diane Weir, Acting Clerk to the Council  
on 0121 747 6503 for application pack  
closing date Wednesday, 21<sup>st</sup> March 2018.