

# WICKHAM & KNOWLE PARISH COUNCIL

## Job Advert

### Parish Business Manager

**£23,000 - £26,000 p.a (pro-rotata) depending on skills and experience  
30-37.5 Hours Per Week**

**Based at the council office at Knowle Village Hall**

**Hours across 7 Days - Hall open between 9am – 10pm**

**Note: Must live within 10 minutes of the Knowle Village Hall & be on call during opening hours.**

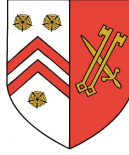
Wickham & Knowle Parish Council is a large Parish Council, delivering a variety of services to all residents, that include a village/sports hall, sports pitches, Tennis Courts, MUGA, play areas and recreational village green.

The Parish Council is looking for a fun, reliable, enthusiastic and highly organised person to lead the management and delivery of the Council's sport & recreational services, activities & events, including the day to day management of the Knowle village / sports hall.

This is a very varied role, with experience required in budget and business management, ability to supervise contractors & to cover the health and safety requirements together with risk management undertakings. Administrative and customer service skills, familiarity with on-line booking and financial reporting systems, with experience of property and people management, setting up sport clubs and organising events.

This role will be managed by the Clerk and accountable to the parish council as a whole. The role and responsibilities cover but not limited to:

- **Day to Day Management of the village / sports hall & and recreational facilities.**
- **Improve the profitability of parish sport & recreational facilities by increasing bookings.**
- **Ensure all sports & recreational facilities meet Health & Safety requirements.**
- **Control Bookings of all sports & recreational facilities.**
- **Show prospective users around the sports & recreational facilities.**
- **Market the sports & recreational facilities to new users.**
- **Help establish new sports & social groups.**
- **Organize events to improve the social health of residents.**
- **Deal with questions / complaints from hirers or visitors.**
- **Oversees any new sports & recreation employees.**



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- **Keeps residents updated on sport team/clubs progress by contributing to Parish social media site & publications such as the Knowle Post & Wickham Parish publications.**
- **Support Parish initiatives & events across the community to contribute to it being a social and healthy place!**

Selection will be by interview. Please email cv and covering letter to [clerk@wickhamparishcouncil.org](mailto:clerk@wickhamparishcouncil.org).

Wickham & Knowle Parish is an Equal Opportunity Employer and welcomes applications from all sections of the community.

Closing date for applications is Friday 26<sup>th</sup> January with Interviews held w/c 29<sup>th</sup> January 2024.