



## **LLANRUMNEY HALL COMMUNITY TRUST**

### Job Description and Person Specification

#### **Llanrumney Hall Coordinator: Starting salary £24,000 p.annum.**

*Please send CV's and applications to [info@llanrumneyhall.org](mailto:info@llanrumneyhall.org) and add reference 'Llanrumney Hall House Coordinator' to application*

#### **Job Description**

An exciting new full -time job opportunity is available for the right candidate at Llanrumney Hall, based in the heart of the community of Llanrumney in East Cardiff.

The post holder will be responsible for coordinating the daily operational function of the main House -Llanrumney Hall.

Duties will include, but not limited to:-

Liaising with our Tenants who rent room space from our Charity at the location and overseeing the monthly rental income process via our invoicing system. These include 1<sup>st</sup> and 2<sup>nd</sup> floor room rentals and the adjoining Creche Facility and Community Café/Bistro.

Booking events with Hirers of the 4 main community meeting rooms and with the range of Paranormal Groups renting L/Hall normally on Friday and Saturday evenings.

Developing increasing ranges of options for use of the main 4 rental rooms for celebrations, weddings (for we are licensed) -afternoon high tea , book clubs, educational visits, historical tours, seasonal community highlight events such as Halloween, Christmas, Easter etc. and increasing the options for use and income generation of our notable Cellar area as well.

Overseeing the effective cleaning and upkeep of Llanrumney Hall including collating the recording of the working hours of the 2 part time Cleaning staff and the Caretaker. The postholder will be responsible for the purchasing and stock control of the cleaning materials needed for L/Hall and in addition the purchasing of any smaller maintenance materials required.

Duties will include recorded weekly Fire Alarm Testing and twice- yearly full evacuation procedures. Ensuring Fire Extinguishers are in good working order and are tested annually and that all cleaning, health and safety, timesheets, and other compliance documentation is kept up to date and updated as and when required. Records of the quarterly Board of Trustee Meetings which must be readily accessible to the public, as and when requested, will also form part of the job role requirements.

The Charity benefits from increasing support by local volunteers who provide a range of support for our Charity. We undertake DBS checking for all Volunteers and will be offering a range of on-line training for Volunteers to provide routes for improved transition to employment should they so wish. The post holder will also have responsibility for overseeing our volunteers offering their time and support within L/Hall.

You will need a working knowledge and be familiar with the following IT uses at L/Hall:  
Spreadsheets: Excel: Microsoft 365: SharePoint: Teams and preferably have a knowledge of Xero financial management systems.

### **Person Specification**

We are seeking a highly motivated individual who possesses sound interpersonal skills, has a 'can-do' mind set and is a great communicator with all age ranges and abilities. The candidate must also be able to confidently and competently integrate with staff, volunteers, visitors and users of our community centre. You will need to be a great Team Player and have the skill, motivation and commitment to work as part of a team that delivers the current and ever-increasing range of community facilities and activities our Charity is building for the Llanrumney area and for visitors to this wonderful, notable historic location.

We only opened in the middle of 2019, following 3 years of renovation for the saving of Llanrumney Hall for future generations to benefit from. The history of Llanrumney Hall is part of Welsh Heritage and we intend to build upon its history and develop increasing ranges of visitor attractions to the location from 2021 onwards.

We have recently benefited from supportive funding from The Lottery People and Places grant awarded in October 2020. This funding will enable us to develop 5 new community facilities outside of the main house which will be used for an increasing amount of options for the community to use and benefit from. These include an Arts/Craft; Pottery; Upcycling facility, a People in Sheds 'make and repair' facility and a Community Recording Studio. We have also recently added a Llanrumney Hall Pantry offering a variety of food for residents in the area for £5 each week and users can have a choice of food valued up to £25+. These external facilities as well as our 2 new large community Polytunnels and our Community Garden growing Polytunnel also generate income and will be overseen by a lead colleague and groups of volunteers who you will also liaise with.

We will be planning increasing ranges of community activities for 2021 and beyond and you will be part of a great team delivering positive outcomes for the community of Llanrumney, visitors and users of Llanrumney Hall and external facilities.

You will be supported through a 6- month Induction programme aimed at providing you with the very best start to your new and exciting career with our Charity.