



HALL KEEPER/ADMINISTRATOR

Tynningame Village Hall Committee are looking to recruit someone who is self-employed to help with the management and maintenance of the popular Village Hall together with associated bookings and activities.

Tynningame Village Hall is a welcoming place for important social events but the purpose of the Committee is also to create and manage spaces for the community to come together and participate in recreational, cultural, arts, science and heritage activities.

The applicant should ideally be community minded with good communication skills and be able to work at different times during the week and the weekend. The role is very variable and would be suited to someone living within the locality and with time to spare. You should ideally have internet access and be able to use a computer. Some minor book keeping is also required.

The hours are dependant on the number of bookings for the Hall but are usually about 12 hours a month with additional support being provided by a dedicated cleaner and rostered volunteers.

If you are interested, please get in touch with Carol for an informal chat.

Email: crowther.carol@yahoo.com

Applications will be by notes of interest to tynningamevillagehall@gmail.com by 27 April 2021.

Tynningame Village Hall is a registered charity: SCO47531

Chairperson: David Clark

Secretary: Chris Gunstone

Treasurer: Tim Harper

OSCR

Scottish Charity Regulator

www.oscr.org.uk

**Registered
SCIO
SC047531**