



LLANNON COMMUNITY COUNCIL
HOSPITALITY MANAGER: 24 HOURS PER WEEK
£25,419 - £28,226 DEPENDING ON QUALIFICATIONS AND EXPERIENCE (PRO-RATA)

An exciting opportunity has arisen at Llannon Community Council to appoint an innovative, forward thinking and proactive Hospitality Manager to run Tumble Hall and assist with Council run events.

Reporting to the Clerk, the Hospitality Manager will be responsible for managing, planning, monitoring and controlling all aspects of the Hall, with a flexible approach to working hours. They will be required to ensure that the Hall is fully operational and ready for use. They will play an integral part in developing the atmosphere at the Hall into one that is dynamic and welcoming. The successful applicant will have a 'can-do' approach and will be expected to represent the Council in a professional and friendly manner.

The Hospitality Manager will be highly motivated, community focussed and possess excellent communication and organisational skills. They will develop and maintain a vision for Tumble Hall and be responsible for communicating that vision to existing and new users. Previous experience working within the hospitality industry is essential and a proven track-record of success must be demonstrated.

Used to working in a target-based environment, the Hospitality Manager will demonstrate an entrepreneurial spirit in getting Tumble Hall noticed and will increase the profitability of Tumble Hall through a solid marketing plan, focussing on the use of social media. They will be the primary point of contact for all Hall bookings and will also be required to assist with Council run events at other sites. They must explore and implement all appropriate cost saving efficiencies.

The Hospitality Manager will be responsible for casual staff who must also demonstrate excellent levels of customer service. They will also be responsible for the Caretaker.

Attendance at Hall Committee Meetings and other Council meetings may be required as directed by the Clerk. A full driving licence and access to a car is essential as is the ability to communicate through the medium of Welsh.

For further information or to request the Application Pack, please contact the Clerk, Mrs Clare Hope via email at: llannonccclerk@outlook.com

Please note: Previous applicants need not apply

- **The closing date for the receipt of applications is 12 noon on Wednesday 3rd August 2022.**
- **Formal interviews will take place on Tuesday 9th August 2022.**
- **It is hoped that the new Hospitality Manager will commence their role around 19th September 2022.**