



**Part Time Facility Manager & Market Coordinator for Y Gât
Pentre Road, St Clears, SA33 4AA**

Scale £23,400 - £24375 (gross per annum 37.5hrs - pro rata equivalent).

*20 hours a week (commencing salary £12.00 per hour)

A new and exciting opportunity to support St Clears Town Council in promoting and managing the day-to-day running of the Y Gât as a community hub has arisen. The Town Council is looking to employ a facility manager to initially work for *20 hours per week. Working with regular venue users, event hirers and market vendors.

Core hours include Tuesday, Thursday, Friday 10.30am-4.30pm although there is a need for flexibility and weekend working with the weekly hours worked depending on the current and future use of the facility.

Duties include: -

- Opening and closing the venue to the public and be a named key holder
- Manage booking system, invoicing, customer support and oversee the building cleaners
- Follow policies and keep relevant records (e.g. fire equipment)
- Develop and enhance the current volunteer base
- Arrange regular markets (food/craft etc.)
- Setting up of meeting rooms (layout) including provision of basic refreshments if required
- Marketing and promoting venue (spaces for hire) including on social media
- Reporting of all maintenance issues to Carmarthenshire County Council or St Clears Town Council

Initially, this is a six-month contract with the potential of extension following a successful review. If you are interested in the post, please send a CV and covering letter outlining your experience and confirming your flexible availability to cover the working hours required. The successful candidate will commence at the lower salary point of the scale.

Closing date: **8th October 2024 (Midday).**

Please send letter of application and details to Catherine Lloyd-Jenkins (Town Clerk),

clerk@stclearstowncouncil.co.uk

The Gate,
Pentre Road,
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Carmarthenshire
SA33 4AA