Venues Host (7.5 hours)
(Living Wage Foundation hourly rate)

Job Purpose:
Contribute to the positive and welcoming presentation and accessibility of attractive, safe, clean, and sustainable venue which encourage local residents involvement which contribute positively to the reputation of RCT and Rowner.

Key Objectives:
1. Positively and collaboratively contribute to the development of RCT as a sustainable organisation with high levels of resident involvement.
2. Proactively ensure that all of our venues are safe, clean, and sustainable and that we provide spaces which facilitate activities that contribute to the wellbeing of local residents and guests.

Key responsibilities:
- Contribute to RCT organisational & whole team development and key events including positively working *with* involved residents.
- Work with the Chief Officer, Business Lead and Venue Operations to ensure there is a welcoming, accessible and inclusive atmosphere and approach and that residents and guests are supplied with the relevant information.
- Contribute to an 'easy' approach to our venues which maximises accessibility and safety so that there is a safe, cost-effective and welcoming environment for local residents and guests.
- Manage the bookings calendar and proactively respond to booking enquires and record bookings and ensure that particular requirements of guests are identified, addressed and communicated.
- Assist in ensuring accessibility and the high-quality presentation of our spaces.

This is a 12-month contracted role, and extension is subject to funding and performance. Hours will be fixed (08:45-10:15am) to maximise venue access.

The successful candidate is expected to be a confident outgoing person with a friendly/welcoming manner and a positive commitment to the neighbourhood. Training will be provided including a first aid and safeguarding qualification and relevant training on customer relations issues.

Key Metrics:
1. RCT venues are generating a surplus.
2. Local residents visiting RCT venues.
3. Numbers of resident champions.