

St Athanasius Community Hall [SACH]

Job Description

Job Title	Chairperson
Group	Management

Location	SACH	Travel Required	N/A
Hourly Rate	N/A	Position Type	Volunteer
Management Contact	Hall Committee	Date Posted	08/06/2022
Training Provisions	N/A	Posting Expires	08/07/2022

Applications Accepted by:

Email	Mail
Chic.Meehan@tiscali.co.uk	Secretary to the Management Committee
	St Athanasius Community Hall
	Mount Stewart St.
	Carlisle ML8 5EB

Job Description

Role and Responsibilities

- Chairs all SACH Management Meetings
- Responsible for the routine management of SACH
- Liaise with Pastoral Group
- Attend Pastoral group meetings as a contributor
- Liaise with Parish Priest on all SACH matters as required

Qualification and Educational Requirements

- N/A

Preferred Skills

- Clarity of communications skills
- Well developed interpersonal attitudes
- Adequate IT skills in e-mail, word documents, spreadsheets and presentations

Additional Notes

- Openness to fresh ideas
- A wide range of contacts in local and district community groups and official organisations

Reviewed By	CM	Date	08/06/2022
Approved By	Hall Committee	Date	13/06/2022
Last Updated By		Date/Time	