



Bookings and Events Officer Wanted...

WORK AVAILABLE FOR FLEXIBLE ADDITIONAL INCOME

Dornoch and District Community Association is a volunteer run charity, that maintain a community building in Dornoch and to help promote and encourage voluntary groups and individuals active within the Dornoch area.

We are looking for someone with excellent communication and digital skills to join our team. The Role includes taking bookings and sending out invoices, updating our online calendar, liaising with hirers, contract cleaners and the board of directors. There are also hours available for promoting events, and various administrative tasks for the charity.

PERSON SPECIFICATION

- You must be extremely reliable, self-motivated and adaptable.
- You will be able to use online bookings system and web-based customer management software.
- You will be able to use a range of digital platforms to promote events
- You will be flexible to the needs of hirers, and available to show potential and new customers around the hall.

Hours will be worked around your own schedule.

THESE ARE ESSENTIAL:

- You must commit to at least 10 hours per month.
- You must have access to the internet at home
- You must be registered or plan to register as self-employed with HMRC.

We pay a healthy £10 p/hr. Invoices will be paid within 28 days of submission.

If this sounds like your kind of thing then please email your CV to BookingsDADCA@outlook.com

We regret that unsuccessful applicants may not receive a reply due to the volume of responses.

Job Location:

- Home working, with some hours to be worked at Dornoch Social Club.