



ROLE DESCRIPTION:

HERTFORDSHIRE GUIDE CENTRE (HGC) BOOKINGS SECRETARY

Role

Working from home, managing bookings for Girlguiding Hertfordshire's county centre in Cottered.

Personal qualities

Aged 18+. Well organised, have good time management, administration, IT and communication skills.

Must have access to own laptop/pc.

Will be required to become a Girlguiding member (if not already) and complete the necessary recruitment checks.

Term

Appointed for an initial term of 3 years and may be re-appointed for a further 2 years*.

Responsible to

Hertfordshire Guide Centre (HGC) committee chair

Working with

HGC committee chair

HGC site supervisor

County administrators

Centre visitors

Expenses

Claimed from county treasurer

Responsibilities

- Responding to enquiries regarding HGC bookings in a timely manner.
- Processing and managing booking requests using the Hallmaster online booking system, including the recording of payments received.

- Providing site access information to users 7 days before their booking.
- Updating and maintaining information held on the online booking system.
- Chasing outstanding payments.
- Attending Hertfordshire Guide Centre (HGC) management committee meetings and reporting on bookings.
- Use the county designated email address for correspondence relating to the role.
- Only store records relating to the role on the county Microsoft Teams system.

*Reappointment is not automatic.