



Friars Walk, Lewes

VENUE ASSISTANT – ALL SAINTS CENTRE

£19,698 to £20,903 per year (37 hrs/wk – flexible shift system)

One permanent post and two maternity cover (for approximately one year)

All Saints is a vibrant and popular community arts and youth centre in the heart of Lewes, the ancient county town of Sussex. The Centre is a lovely early 19th century former church, given to Lewes Town Council in 1981 and now offering a range of facilities for performances and community use. Managed directly since 2001 by the Council, the venue is bustling with a wide range of activities, including theatre; music; dance; circus-skills; cinema; mother-and-tot classes; rehearsals and workshops; and numerous public and private functions. There is a small bar/café area and the building has been subject to considerable refurbishment and updating – a continuing programme.

Due to an internal promotion we have a vacancy within the team for someone to help us operate the Centre day-to-day – keeping it clean, tidy, and in good repair while also assisting customers old and new, and sharing some of the administrative work. Our small team is composed of the Centre manager, the assistant manager and this post, although each works single-handed most of the time. Working times will be agreed according to hirer programmes, usually one month in advance, and include weekends and evenings (included within salary).

We also seek two temporary assistants for a period of one year, possibly longer, to cover maternity leave.

This is a rare opportunity to work for the community of Lewes, and we offer friendly, flexible, working conditions. We seek someone with an appropriate background and interest who gets on with whatever needs doing; will take pride in keeping the venue and its equipment clean and tidy and who will remember to order the toilet-rolls!

Closing date for applications: Friday 18th June 2021 **Interviews:** Tuesday 29th June 2021.

For further information and an application form SEE BELOW

Vacancy - All Saints Centre Venue Assistant

Thank you for your interest. Below you will find links to an application form together with a job description, and other details which you may find interesting.

The permanent vacancy has arisen following promotion of the previous postholder, and two temporary posts are due to maternity leave. Should you have any questions before completing an application, or wish to discuss the job, our Centre Manager, Lizzie Zeyfert, can be contacted on 01273 486391 or e-mail her at asclewes@lewes-tc.gov.uk. Please note that her working pattern means that she may not be immediately available, so please leave a message and we will endeavour to contact you.

Please complete the [Application for Employment form](#), indicating your preference for the permanent post, one of the maternity cover posts, or either, and return it by email to **arrive by 5:00pm on Friday 18th June 2021**. You cannot complete this form on-line; please see the instructions to download, save with a personal filename, and complete on your own computer.

We will not acknowledge receipt of individual applications, but please feel free to contact us if you wish to confirm we have received your form.

Applicants short-listed on for interviews will be contacted direct, **before 5:00pm on Wednesday 23rd June**, and invited for interview on **Tuesday 29th June**.

Should you not hear from us in this regard, please accept our best wishes for your future job-search.

GENERAL INFORMATION FOR APPLICANTS

for the post of

All Saints Centre Venue assistant – June 2021

Lewes is the ancient County Town of Sussex, and is the administrative centre for the County of East Sussex and of Lewes District. It has a population of approximately 17,000 people, and is the focus of the Eastern end of the South Downs National Park. We are well-placed for transport links with the rest of the region (London Victoria 1 hour by rail – Gatwick Airport 30 mins.) and for France, via the Newhaven - Dieppe ferry services, just a few miles South. Lewes is twinned with Blois, in France, and Waldshut-Tiengen in southern Germany.

Lewes Town Council has eighteen Councillors, and fifteen staff. It is the successor to Lewes Borough Council, which was incorporated in 1881. We administer recreation areas at The Pells and Lewes Priory, and operate the Town Hall, Malling (Bridgeview) Community Centre, and the All Saints Community Arts & Youth Centre as venues for activities ranging from dance-classes; and toy-libraries, to world-class sculpture exhibitions; weddings; and musical and theatre events of all types. We also influence town planning and tourism, and provide various amenities such as allotments; litter bins; bus-shelters and other street furniture.

This is a time of change in local government, and our Council is facing a bright future in which it may play an even broader role in the affairs of the area.

Working for the Council: The Council is one of the largest 300 of the 10,000 parish/town Councils in England and Wales, with a local council tax precept for 2021/22 of over £1 Million. We are based at the Town Hall, in the High Street, which has been the home of Lewes' local Council since 1893, and have small but comfortable offices with modern facilities. The small service yard at the rear allows some staff parking. There is a small (cosy!) administrative office at All Saints.

We are a fundamental part of the community of Lewes, and work in partnership with many local organizations and the District and County Councils, who both have their own headquarters in Lewes. We still fulfil a traditional ceremonial role in the life of the County, and staff may have the opportunity to join Councillors at a number of civic and social functions throughout the year.

Pay and other conditions of employment are based on the collective agreements made by the National Joint Council for Local Government Services, so far as they are applicable, and the Council's own Standing Orders.

The **ALL SAINTS CENTRE** is in Friars Walk, approximately 1/4 mile from the Town Hall in the heart of Lewes, and is a lovely early 19th century former church (Grade 2 listed) built on the site of a 14th Century original. It was given to the Council in 1981 for use as a community facility. From that time until 2001 the Centre was leased to a Trust, who managed the building; offered a range of facilities for performances and community use, and employed outreach workers in Youth and Arts development.

Managed directly since 2001 by Lewes Town Council, the venue is bustling with a wide range of activities, including theatre; music; dance; circus-skills; cinema; mother-and-tot classes; rehearsals and workshops; and numerous public and private functions. There is a small bar/café area and the building has been subject to considerable refurbishment and updating – a continuing programme.

There is some scope to develop directly-promoted events and performances of all types, while the centre continues to thrive as an extremely popular venue for third-party hire, having a significant number and range of regular users occupying most of the available operating hours, for example:

⊕ Lewes' Town Band (LGB Brass) including thriving youth section

- ⊕ Childrens' music & movement
- ⊕ Toy library
- ⊕ Star Group life drawing class
- ⊕ Parent & Toddlers sessions
- ⊕ Dance, fitness, and health classes
- ⊕ Lewes Film Club (World cinema)
- ⊕ Starfish Music Project (youth music concerts)
- ⊕ Musicians of All Saints
- ⊕ After-school and adult Circus-skills workshops
- ⊕ Youth theatre workshops
- ⊕ Literary festivals and performances

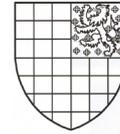
Charges are still relatively low compared with small theatres or other similar venues.

A licence for sale of alcohol is held, although when a bar is offered this is usually operated by a third party.

An architects study on the building was carried out in 2001. The building was found to be in need of some refurbishment and redevelopment to effectively meet its purpose, and this was estimated to cost approximately £225,000 in total (2002 values) although possible to spread this over several years. Priority works (in the areas of fire alarm system and emergency lighting *etc.*) have been completed and over £200,000 has been expended in the years since, while some minor works remain to be done. In 2008 works were completed to refurbish and improve the foyer/bar area and provide new WC's including a dedicated suite for the less-able. In 2012 we installed new seating including a suite of retractable, tiered, seats and plush balcony armchairs. In 2017 we updated sound and lighting systems to provide modern industry-standard facilities for hirers. In 2020 we commissioned a full structural survey and now have a long list of works which we intend to carry out in the coming years.

A small steering-group of Councillors is charged with oversight of the Centre. The Centre staff may be involved in this aspect and attend and contribute to meetings.

FOR DUTIES & RESPONSIBILITIES, PLEASE REFER TO JOB DESCRIPTION



JOB DESCRIPTION

POST **All Saints Centre - VENUE ASSISTANT**

POST NO.

DEPT. **All Saints Centre**

SUPERVISOR **All Saints Centre Manager**

JOB PURPOSE

To assist the Manager and Deputy Manager and deputize as required in all day-to-day operations at the All Saints Centre, supervising the building during operating hours on a rota basis, and assisting in the running of the Centre. To act as liaison between users of the Centre and the Council, as appropriate. To assist in the development of the centre's use in accordance with established policies and programmes. To be responsible for building maintenance and cleanliness; equipment, stores and consumables.

MAIN DUTIES & RESPONSIBILITIES (order not indicative of priority)

Operations

To assist in the management of day-to-day operations and to deputize for and assist the manager/asst manager to facilitate smooth running of events and performances at the Centre.

To maintain appropriate standards of cleanliness and tidiness throughout the building, and proper operation of all safety-related systems/equipment and procedures, as directed

To assist with the maintenance of a functional booking system.

To assist in ensuring full compliance with conditions of all formal licenses.

To maintain appropriate stocks and availability of consumable materials.

To ensure security of the premises, where appropriate, and share duty as first-contact for emergencies.

To maintain appropriate records and documentation, as directed.

To deter antisocial use, insofar as practical, and report problems promptly.

To clean and prepare rooms, clearing excessive litter/removing hazardous items and reporting problems (*eg* broken glass or other hazard)

Maintenance of proper Health and Safety protocols within the Centre

Assist in maintenance of services to office suite (light; heat; power; consumable stores *etc.*)

Premises

To regularly inspect land; buildings; paths; fences; boundary walls; gates; signage; site equipment; fixtures & fittings *etc.* and immediately rectify minor defects if possible, reporting damage *etc.* promptly.

To keep records of inspections and actions, as directed, and ensure that these are accurate, legible and complete.

To clear excessive litter/remove hazardous items or report problem (*eg* broken glass or other hazard)

When works are not within the capability/remit of the post-holder, to monitor performance/satisfactory completion of works where carried-out by third parties

To promptly advise of obvious deterioration, or imminent hazard, and assist in the preparation of solutions

Other functions

To act as first point of contact for hirers/promoters and other users/patrons of the Centre as required.

To offer general support and assistance to the public, insofar as practical, as a representative of the Council.

To carry out any other duties within the capability of the post-holder which may, from time to time, be reasonably directed/requested.

At all times to behave courteously and with respect with for others, as expected of a representative of the Council.

This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.



LEWES TOWN COUNCIL

STATEMENT OF PARTICULARS OF EMPLOYMENT AS REQUIRED UNDER THE EMPLOYMENT RIGHTS ACT 1996

Employer:	Lewes Town Council, Town Hall, High Street, Lewes, East Sussex, BN7 2QS Telephone 01273 471469 Fax 01273 480919 e-mail info@lewes.tc.gov.uk
Employee:	TBC
Address:	
Date of Birth:	
Post:	VENUE ASSISTANT – ALL SAINTS CENTRE
Post Number:	
Department:	All Saints Centre
Start Date:	
Grade of Post	The post is graded at spinal column point 6 – 9 on the ‘new’ national pay spine, equivalent to £19,698 to £20,903 a year at 1 st April 2021 (<i>national pay award pending</i>)
Pay	Your starting salary will be £ TBC a year, spinal column point TBC . Annual increments are normally paid on 1 st April each year, to the maximum of the scale. Employees appointed between 1 st October and 31 st March will receive their first increment only after completion of six month’s service.
Call Out	You may be required to attend emergencies and, in the event of being called out, compensatory time in lieu will be granted, or overtime will be paid covering the period of call out, by agreement.
Hours of Work	37 hours a week. Your actual working hours will be subject to operational requirements at the All Saints Centre, agreed monthly in advance whenever possible. By the nature of the duties of the post and the operations of the Centre, working will routinely be required across weekdays, week-ends, public holidays etc. and you will be expected to organize your duties to accommodate this. Enhanced payments or time-off in lieu will only be considered by prior arrangement. This does not affect your statutory rights under the Working Time Regulations. The hours of work may vary each week according to operational requirements but will total an average 37 per week in any month. The salary for the post is an inclusive one and takes account of irregular hours and weekend commitments as they arise.
Place of Work:	The All Saints Centre, Friars Walk, Lewes, East Sussex BN7 2LE but you may be required to work anywhere within the Town Council sphere of operation.
Whole Time Appointment	This appointment is to the whole-time service of the Council. You must not hold any other paid office or appointment without the consent of the Council
Probation:	Your appointment is subject to the satisfactory completion of a probationary period of 26

	<p>weeks. During this period you will be expected to establish your suitability for the post. As part of your probationary period, you will have a probationary interview with the Town Clerk</p> <p>You will be informed of the exact time and dates of the interview.</p>								
Payment of Salary:	Your pay will be by electronic bank transfer, usually on the 14th day of each month, or on the nearest preceding working day. (December salaries are usually paid before Christmas).								
Overtime	<p>Overtime is only payable with the permission of the Town Clerk before it is worked. It is a condition of your appointment that on occasions you may be required to work overtime.</p> <p>All overtime is paid at rates based upon your normal hourly rate.</p>								
Deductions from Salary	Pension Deductions, Tax, National Insurance, if applicable.								
Holiday	<p>Your normal annual leave entitlement is related to your basic spinal column point salary and continuous local government service as shown below. The leave year is from 1st April to 31st March and you will be expected to take your entitlement in this period.</p> <table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 50%;">Basic Annual Leave (days)</td> <td style="width: 50%;">After 5 Years' Service</td> </tr> <tr> <td>22 days (163 hours)</td> <td>25 days (185 hours)</td> </tr> </table> <p>The Council has granted two days (15 hours) concessionary leave at Christmas to full time employees and part time employees who work a five-day week. The entitlement of other part time employees will be determined in accordance with circumstances and the basis of employment.</p> <p>In addition, the following extra statutory days holidays are given:</p> <ul style="list-style-type: none"> • 1 day (7.5 hours) between the Easter period and Spring Bank Holiday. • 1 day (7.5 hours) to be taken after consultation on the same basis as basic annual leave. <p>If you leave, the amount of annual leave to which you are entitled during that leave year will be proportionate to the number of completed calendar months. If you leave between 1st October and 31st March you will be entitled to two extra statutory days, but if you leave between 1st April and 30th September you will be entitled to receive only one day.</p> <p>Note: For convenience, as your operational hours may vary day-to-day, holiday entitlements are shown above as HOURS in <i>bold italics</i></p>	Basic Annual Leave (days)	After 5 Years' Service	22 days (163 hours)	25 days (185 hours)				
Basic Annual Leave (days)	After 5 Years' Service								
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Notice	<p>If you have been employed for at least one month, then the minimum notice period that you can be given to terminate your employment is:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Period of Continuous Employment</td> <td style="width: 50%;">Minimum Notice (Weeks)</td> </tr> <tr> <td>Up to 2 Years</td> <td>1</td> </tr> <tr> <td>2 to 12 Years</td> <td>1 for each complete year</td> </tr> <tr> <td>Over 12 Years</td> <td>12</td> </tr> </table> <p>However, unless the statutory minimum period is greater, the notice period you will be given is one month.</p> <p>The notice that you as an employee must give in this post is one month.</p>	Period of Continuous Employment	Minimum Notice (Weeks)	Up to 2 Years	1	2 to 12 Years	1 for each complete year	Over 12 Years	12
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Up to 2 Years	1								
2 to 12 Years	1 for each complete year								
Over 12 Years	12								

Pension	<p>The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. You will become a member of the Local Government Pension Scheme from the date of appointment unless you give written notice that you wish to be excluded from the Scheme. You may choose to join at a later date, even if you do not join immediately upon appointment.</p> <p>The pension scheme is described in various documents and web-pages; details are available from the Finance Administration Officer.</p>
Sickness	<p>If you are absent from work owing to illness (including injury or other disability) you will normally be entitled to sickness allowance on the following scale:</p> <p>During 1st year of service: 1 month's full pay and (after 4 month's service) 2 months' half pay</p> <p>During 2nd year of service: 2 months' full pay and 2 months' half pay</p> <p>During 3rd year of service 4 months' full pay and 4 months' half pay</p> <p>During 4th and 5th years 5 months' full pay and 5 months' half pay of service</p> <p>After 5 years' service 6 months' full pay and 6 months' half pay</p> <p>Social Security/Statutory Sick Pay will be deducted as appropriate from the sickness allowance.</p> <p>Sickness absence must be reported as soon as practical, on the first day of absence, by telephoning the Council's offices. The Town Clerk will explain any particular detailed provisions relating to your post to you.</p>
Contact details	<p>You may need to be contacted in an emergency and you must provide appropriate contact details <i>eg</i> telephone number and name of next-of-kin.</p>
Telephone	<p>In order to address your duty as a premises key-holder, it is essential that you have available the use of a suitable telephone at home to enable communication in emergencies. In recognition of this the Council will reimburse you to a maximum of 50% the prevailing line rental charges from BT for a standard domestic telephone service, on presentation of rental invoices.</p> <p>The Council reserves the right to make a telephone available for your use. Should the Council exercise this right, reimbursement as described above will cease; but before this the matter will be discussed with you and at least 3 months notice of the proposed change will be given to you.</p>
Casual Car Allowance	<p>Should it be necessary to use your own motor-car on Council business, a casual car user allowance will be paid for the use of your vehicle. This allowance is reviewed annually and published by the National Joint Council, and details are available from the Finance Officer.</p>
Whole Time Appointment	<p>The appointment is to the whole-time service of the Council. You must not hold any other paid office or appointment without the consent of the Council.</p>
Conditions of Employment	<p>Your rate of pay and all other Conditions of Service will be in accordance with the collective agreements made by the National Joint Council for Local Government Services so far as they are applicable and have been adopted.</p> <p>You are also subject to the Council's Standing Orders and to such other conditions of service as may from time to time be negotiated and agreed by the Council. Copies of the relevant documents are available for reference at the Council's offices.</p>

	You will be told, in writing, of any changes in these terms, within 28 days of the change.
Qualification Requirement	None.
Continuous Service	<p>Provided that the service is continuous, periods of previous service with other local authorities and related employers are able to count as continuous employment for the purposes of Holiday, Sickness, Pension and Redundancy entitlements. Otherwise, your period of continuous service dates from the date of commencement of employment with Lewes Town Council.</p> <p>Your Continuous Local Government Start Date is noted as tbc</p>
General	If you are issued with an identity card, uniform, protective clothing, permit or other items of equipment, these must be returned on or before your last day of employment. You will be required to reimburse the Council for the replacement cost of any such items that you fail to return.
Trade Union Membership	<p>The Council is associated with other local authorities represented on the national and provincial councils dealing with local authorities' services.</p> <p>You have the right to join a trade union and to take part in its activities.</p>
Disciplinary Procedure	<p>Disciplinary matters will be dealt with in accordance with the Council's Disciplinary Procedure.</p> <p>The procedure, detailed in the Dignity at Work Policy, explains to whom, and how, you can apply if dissatisfied with any disciplinary decision relating to you</p>
Grievance Procedure	<p>The Council has a grievance procedure, so that you may exercise a right to express a grievance relating to your employment.</p> <p>If you have a grievance, first discuss it with the Town Clerk.</p> <p>The Town Clerk will investigate the matter for you and will either reply, after carrying out any necessary discussions with any other officer, or, if unable to reply, will tell you where you can obtain an answer. If you are dissatisfied with the reply you receive, or if you do not receive a reply and wish to pursue your representation, you should then contact the Chairman of the Personnel Panel</p>
Conduct	The Council has a number of specific policies and procedures with which you must comply. Failure to comply with them may result in appropriate disciplinary action being taken against you. In particular you must read and comply with Standing Orders; Financial Regulations; Equality, Diversity and Inclusivity Policy, and computer and financial security policies (as amended from time to time) at all times.
Declaration Of Trust	You must complete a Declaration for Employees in Positions of Trust which shows no reason why you should not be employed in this post which may involve responsibility for cash handling and/or work with children and young or vulnerable people.
Maternity or Paternity Provisions	Advice regarding entitlements relating to maternity or paternity issues is available from the Town Clerk

