

**Bookings Manager**  
**Parish Church of St John the Baptist (Windsor Parish Church)**

**Job Title:** Bookings Manager

**Location:** Parish Church of St John the Baptist, Windsor

**Responsible to:** The Team Rector and Parochial Church Council (PCC)

**Background Information**

The Parish Church of St John the Baptist is situated on Windsor High Street. The present building was consecrated in 1822 and its large size and convenient town centre location mean that it is a very popular venue for concerts and other events. The Parish Hall is located adjacent to All Saints' Church on Frances Road. It is used by a Pre-School during the day from Monday to Friday but is hired out to other community groups, to occasional hirers and for children's parties at other times. During term times it is in almost constant use. A Hall Committee oversees the management of the Hall.

St John the Baptist Parish Church (known as the Parish Church) and All Saints' Church are part of the New Windsor Team Ministry which also includes Holy Trinity Parish & Garrison Church and the Parish Church of St Stephen & St Agnes. The Team Ministry employs a part time paid administrator but bookings for the Parish Church and the Hall have always been carried out by volunteers. Over recent years there has been an increase in bookings for the Parish Church and as a result of this increased activity we are now looking to appoint someone to manage the church side of the bookings. It is possible that a suitable candidate may in time be asked to take on additional hours in order to manage hall bookings as well.

**Main Responsibilities**

*We are looking for someone who will:*

- Manage both regular and casual/occasional bookings at the church and, possibly, in the future, the hall.
- Meet prospective hirers on site to explain the facilities and promote the venue. (NB: the role does not require attendance at the events themselves).
- Deal courteously and efficiently with all enquiries from hirers, retaining a good relationship with existing hirers and building up a good relationship with new hirers.
- Handle all necessary administration regarding bookings
- Produce and send out invoices or liaise with the volunteer currently tasked with this role as appropriate.
- Liaise with all organisers and hirers responding effectively to queries, enquiries and complaints
- Liaise with the Churchwardens and Rector regarding the day to day use of the church, ensuring smooth running of the bookings, including locking and unlocking arrangements, security, attendance needs.
- Keep up to date with relevant policies and procedures – fire regulations, health and safety, safeguarding etc.

### **Person Specification**

- Excellent organisation and administration skills
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to see the bigger picture while paying attention to detail.
- Well-developed computer competence demonstrating ability to use Microsoft Word, Excel and Publisher, together with social media skills
- Basic financial and accounting abilities.
- Ability to handle confidential information.
- Enthusiastic, resilient, persistent, responsive and flexible personality
- Creative, conscientious and committed.
- Ability to work on own initiative, as well as work as part of a team.
- Sympathetic to Christian ethos and able to work within the structures and guidelines of the Church of England.

### **Terms and Conditions**

- 10 hours per week with a salary of £6760 pa (£13 per hour) with the possibility of overtime as agreed
- An employee contribution of 5% to a pension scheme, if appropriate
- 4 weeks paid holiday per annum
- This is a new post so there will be a review of hours after 6 months (which could increase salary)

To apply, please send a current CV together with a covering letter to [windsor.rector@gmail.com](mailto:windsor.rector@gmail.com) by 5pm on 21<sup>st</sup> February 2020. Interviews will be carried out during the first week of March with a view to employment commencing in April 2020.

If you would like an informal conversation with the Rector, Revd Sally Lodge, about this role please contact her on 01753 862419