

AMERSHAM FREE CHURCH
Registered Charity No. 1137287
Woodside Rd, Amersham HP6 6AJ

Role description: Bookings' Coordinator & Administration

Role overview

- To be available to people using the church premises as a welcoming presence on site
- Receive & welcome visitors & contractors
- Be main contact for premises' bookings including coordination of booking requests, use of online booking diary, liaison with potential/existing hirers, preparation & follow up of bookings' invoices
- General office administrative tasks including daily use of Microsoft 365 apps, copying, printing, electronic filing, ordering of stationery supplies, overseeing of office equipment etc.

A. Management of premises' bookings

1. Coordinate booking enquiries & manage booking requests using our online bookings' system
2. Meet potential/new users as appropriate & discuss prices/times/practicalities
3. Ensure that relevant booking documentation is completed
4. Send booking confirmations/approvals together with relevant details relating to Health & Safety, Safeguarding etc
5. Respond to general enquiries, email correspondence, telephone messages, other correspondence in a timely manner
6. Arrange access to the premises, issuing keys & maintaining a record of all keys issued
7. Prepare booking invoices & send to hirers monthly
8. Deal with queries and complaints from hirers
9. Ensure leaders of user groups understand their responsibility for locking up, or that other arrangements are made for locking up for specific events.

B. Financial Management relating to bookings

1. Cross check hirer payments received against invoices issued
2. Chase unpaid bookings' invoices

C. Maintenance of premises

1. Liaise with the Minister, Caretaker and Property Officer about the maintenance of the premises
2. Help with giving access to the building for suppliers/contractors

D. General Administration

1. A range of general administrative tasks including daily use of Microsoft 365 apps.

Line Management

A Line Manager will be appointed, who will support the role holder in post. There will be an annual appraisal, with regular interim reviews.

Confidentiality

Inevitably, in the course of this employment there will be access to information of a personal and confidential nature. It is expected that such information will be kept strictly confidential.

Health & Safety at Work

Reasonable care should be taken of yourself and other persons, who may be affected by your acts or omissions, and it will be required that the role holder adheres to statutory safety regulations.

Safeguarding

The safety of everyone in the Church is taken very seriously and it is expected that everyone will work within the Church Safeguarding Policy. The Church expects that everyone who becomes aware of a safeguarding risk or of abuse will raise this immediately with their line manager &/or the Church's Safeguarding Coordinator(s).

Terms and Conditions

- Terms of appointment: initially the role will be offered on a 12-month fixed term contract basis & is subject to a satisfactory DBS check prior to the start of employment.
- Part time: starting at 10 hours per week but with scope to rise upto max. 15 hours a week (the number of hours required will be reviewed with the successful applicant during the first 3 months). It is expected that the working pattern will be over 3-4 days (during Monday-Friday), worked flexibly but with regular times as agreed with your line manager.
- The role is based in the Church Administration office at the above address, with occasional home working as agreed with your line manager. A dedicated office phone & computer will be provided.
- 3-month probation period during which 1 weeks' notice of termination can be given by either party.
- The hourly rate will be £11.50 per hour. Payment will be monthly in arrears by bank transfer. Any extra hours will be agreed in advance with your line manager.
- The detailed Terms & Conditions will be contained within the role holder's contract of employment.

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