



woodlands
church family

Bookings Manager | Woodlands Central Data Administrator | Woodlands Church Family

The Woodlands Church Family (WCF) is a vibrant, growing family of churches with six sites located across the city of Bristol and a vision to plant more. We are looking to appoint a Bookings Manager / Data Administrator.

Are you someone who is well organised, seeks to support the success of others, is willing to learn new skills and thrives in an administrative setting? If so, we would love to hear from you.

The Role

To assist the Operations and Premises Lead you will manage and administer the building and venue bookings at Woodlands Central as bookings manager and provide data administration for the Woodlands Church Family.

When undertaking this role there may be times when you come across confidential information, therefore it is imperative that you are highly discreet and maintain confidentiality.

Key areas of work include:

Manage building/venue bookings and events – to include managing booking requests; ensuring users have all the information they need, maintaining planners and calendars and liaising on venue set up and engaging with volunteer teams relevant to this role. Generating invoices and working with finance team.

Manage wedding bookings and associated admin – to include processing of booking requests, meeting with couples to explain how weddings at Woodlands are organised and signpost to key information relating to weddings.

Woodlands Student Rooms – to administer the Woodlands Student Rooms application process, provide tenancy agreements and organise payment of deposits working with our finance team.

Data Administration – to assist the Premises and Operations Lead with data administration, delivery of training on data protection and use of ChurchSuite. Provide admin support for the Bristol Churches ChurchSuite User Forum.

Requirements: This role requires a commitment to be a follower of Jesus and either a member of the Woodlands Church Family or another local church.

Experience and knowledge

Essential

Experience of

- Working in an administrative role.
- Gain a sense satisfaction from working behind the scenes making church happen.
- Anticipating the needs and priorities of a department workload.
- Respecting and maintaining confidentiality; ability to work with and process confidential information and tasks appropriately.

Desirable

Experience of

- Providing administrative support.
- Identifying improvements to ways of working to support the efficient running of the department.

Skills and Abilities

Essential

- Good IT skills, ability to learn and adapt to the systems we use.
- Being well organised, working methodically with an eye for detail.
- Excellent communication skills, both written and verbal.
- The ability to engage confidently with people whilst also being empathetic.
- Be able to work independently and proactively.
- Willingness to develop an understanding of the nuances and priorities that the WCF Senior Leader, and the Central Congregational Leaders, will set.
- Ability to prioritise the workload and sign post any work requiring vital attention.

Desirable

- Good working knowledge of Microsoft Teams (though on the job training will be provided).
- Good working knowledge ChurchSuite (though on the job training will be provided).

Occupational Requirement

As a church family our vision is to continually reproduce the life of Jesus. We therefore seek to create a culture and environment in our churches where every team member and volunteer can encourage and challenge one another and the many people who pass through the doors each day, to pursue that vision.

The role is based at Woodlands Church in Clifton, Bristol. As a member of the staff team, you will be joining a faith community that meets to worship and pray together every week and we share prayer and worship moments throughout the day. Around the building, you'll often come across teams or individuals praying over their work and really speaking the language of faith.

Therefore, the role has an occupational requirement that the post holder be a follower of Jesus and a worshipping member of either Woodlands Church Family or another local church to ensure protection of our strong Christian ethos and values, and our charitable objective of advancing the Christian faith. We also want to ensure all team members thrive and flourish in this environment.

Benefits

In-house training

Team events

Health and wellbeing programme

Terms

This is a part time contract and the hours are 3 days/22hrs 30mins per week based working from Woodlands Church in Clifton. Working pattern for these hours to be negotiated.

The salary for this role is £23,550 – £24,500 pro rata, depending on experience. The annual holiday entitlement is 25 days pro rata plus 8 days bank holiday pro rata.

The role will be based at Woodlands Church in Clifton, Bristol.

The detailed terms and conditions will be contained in the post-holders Contract of Employment and the staff handbook.

There will be a three-month probationary period with a review point after six weeks. An appraisal will take place to confirm completion of the probationary period.

The post is subject to satisfactory references.

We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. Therefore, please only apply if you are eligible to work in the UK as we will have to verify this before you can start work.

How to apply

The closing date for applications is midnight on Sunday, 19th May 2024. However, this vacancy will close once we have sufficient applications.

Please contact our recruitment lead Steve Wray by emailing steve.wray@woodlandschurch.net if you have any questions about the role.

If shortlisted, interviews will take place at Woodlands Church on Wednesday, 22nd May.

For an application form please contact Julia Shrimpton, HR Lead at julia.shrimpton@woodlandschurch.net.

Please send your completed application to our HR lead julia.shrimpton@woodlandschurch.net copying the recruitment lead for this role steve.wray@woodlandschurch.net.