

Together for Change Coventry and Warwickshire

Bookings Coordinator

35 hours per week. The post-holder will work Tuesdays – Saturdays.

£22,500, plus employer pension contributions at 9%.

This is a fixed-term role for 6 months.

Contractual Locations:

Saints Central, Newdegate Street, Nuneaton, CV11 4ED.

The Role of Bookings Coordinator

The primary focus of this role is to form part of the team at Saints Nuneaton, which is part of the Charity, 'Together for Change' (a partnership between The Church Urban Fund and the Diocese of Coventry).

This exciting project is ground-breaking in its desire to impact its community and bring about the three-pronged strategy of 'Enterprise and Equip', 'Create and Connect' and 'Sport and Support' (www.saintsnuneaton.org).

The post-holder will support the income generation of the Saints Nuneaton building by overseeing all external bookings for the centre, to help support us to achieve our mission purpose.

The main responsibilities of our Bookings Coordinator are:

- Coordinate all external bookings for the Centre, working with and reporting to the Saints Central Duty Manager.
- Establish and maintain effective operational systems to manage external bookings of the café space and learning zone, working to promote and maximise the use of these spaces to ensure good levels of income are generated for the centre. All of this to be done with a sense of excellence and good customer satisfaction.
- Promote and co-ordinate bookings for the upstairs hall of the building, focussing on establishing good systems for bookings and events.
- Ensure external bookings are well organised and run, including setting up and setting down each room as required and ensuring a professional and relational environment is upheld while maintaining a place of excellence for users of the centre.
- Support the Duty Manager to organise and arrange community activities and events that take place within the centre, helping facilitate our vision for engaging with a large variety of groups and bringing about positive community transformation, especially among the young and vulnerable.

- Act as a duty manager to help oversee the management of Saints Nuneaton in all areas, working with and reporting to the Saints Leadership Team on alternative Saturdays. This includes being a key-holder for the centre.

What we are looking for in a Bookings Coordinator:

- A standard of education and/or qualification commensurate to the role
- Ability to use and communicate through basic IT means
- Experience of overseeing bookings in a centre with a variety of user groups
- Experience of setting up effective operational and management systems
- Excellent written, listening and communication skills and the ability to engage with a variety of audiences, including stakeholders, partners and volunteers
- Ability to work on own initiative and also as part of a variety of teams
- Ability to engage with all manner of people, including staff and volunteers
- Have a desire to work ecumenically with a range of user groups
- Culturally sensitive and able to deal with people from many different backgrounds
- Conscientious, diligent and hardworking
- Professional, friendly and approachable, including when under pressure
- Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement

This post reports to the Saints Central Duty Manager.

Diversity, Equity and Inclusion

As an equal opportunities employer, we particularly welcome applications from UK Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates. All appointments will be made on merit of skill and experience relative to the role.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

The 'Saints' projects works with an ecumenical group of Nuneaton churches on its steering group, with the Church of England as the lead denomination, and therefore will involve sensitively working on behalf of Christians from all denominations to support youth work in the town (it is not an inter faith hub). The post holder will need to have a Christian understanding of what is happening in the building, that the projects are not simply community projects but they have a spiritual dynamic to them. We will also be working with the local Church of England parish church and hosting Alpha groups, discipleship evenings, worship and prayer nights at the Saints hub. It is therefore an Occupational Requirement (Schedule 9 part 1 of the Equality Act 2010) of this post to have a committed Christian faith and a passion for enabling churches to transform their communities.

All employees undertake mandatory Equality, Diversity and Inclusion training during their employment with us.

Full job description and Person Specification are available from <https://coventry.anglican.org/about/vacancies/>

For an informal discussion regarding this role, please contact Jet Jones (jet.jones@coventry.anglican.org)

Closing date for applications is Monday 10th March
Interviews will take place at Saints Central on the week commencing 17th March

Please send completed applications to:

Email: Simone.Smith@Coventry.Anglican.org

or

Post: Simone Smith, Coventry Diocese, HR Manager, 7 Priory Row, Coventry CV1 5EX