

Urgent Vacancy for Part-time Hall Booking Assistant

All Saints Church is seeking a warm, friendly, organized individual to work as a part-time Hall Bookings Assistant to support the Church in managing the Church Hall bookings. This is a part-time role for someone who loves serving others, enjoys working in a Church and wider community.

Position Summary

The Hall Bookings Assistant is responsible for the managing of the bookings and invoices for the Hall.

Key Responsibilities

Answering email and calls in relation to hiring the Hall.

Producing invoices and receipts.

Managing the diary and distributing this as necessary.

Updating posters in the Hall and marketing material in relation to the bookings.

Occasionally opening up for bookings and Hall inspections.

Qualifications.

Strong customer service skills is a must

Friendly, caring and professional in interactions with others.

Organized with strong attention to detail.

Good communication skills, both written and verbal

Comfortable with computers, Microsoft Office and willing to learn new tools.

Previous administrative or office experience preferred but not required.

Hours & pay

Part-time: 3 hours per week. Flexible working, work from home with occasional times to come to the Church and meet with Reverend Annette.

Compensation: TBC

Job starting February 2026.

Application Process

If you feel called to serve in this role, please send your CV to revannette.rose@btinternet.com

We look forward to hearing from you.