

Bookings Manager | Woodlands Central Data Administrator | Woodlands Church Family

Role Description: To manage and administer the building and venue bookings at Woodlands Central as bookings manager and provide data administration for the Woodlands Church Family. This role will also support volunteer teams working with events.

Specifically to:

Area of Work	Main tasks and responsibilities
<p>1. Manage building/venue bookings and events</p>	<p>Manage building venue bookings to include:</p> <ul style="list-style-type: none"> a. Maintaining the Woodlands Central calendar and planner. b. Responding to event booking requests both internal and external. c. Liaising with our Site Facilitator to ensure the set-up and resourcing of the building for internal and external events. d. Co-ordinate opening, locking up and setting up of venues for all events. e. For external bookings liaise with the WCF Senior Leader / Woodlands Central Leadership for sign off. f. Ensure users have all the information necessary for their booking and use of venue and equipment eg health & safety. g. Check with those making bookings that they have the appropriate team in place to run the event. h. Liaise with the finance team, generate invoices and ensure payments are made. i. Update and maintain the Woodlands Yearly Planner document, liaising with leadership. Ensure all key and repeating events are in our church calendar and bookings planner 12 months ahead. Liaise with stakeholders and Comms Lead to ensure information is up to date.
<p>2. Manage Wedding bookings and associated admin</p>	<p>Manage wedding bookings and associated admin to include:</p> <ul style="list-style-type: none"> a. Administer our weddings booking process. b. Respond to initial wedding enquiries liaising with WCF Senior Leader and Central Congregational Leaders for agreement to marry. c. Meet with couples getting married to explain how weddings at Woodlands Central are organised and where responsibly is held for each of the arrangements. d. Check the couple getting married have all the information they need, including legal requirements.

Job Description

	<ul style="list-style-type: none"> e. Liaise with the marriage preparation team for organising marriage prep for the couple. f. Liaise with production team, worship team, and congregational leaders to source people for key roles. g. Source, train and oversee stewards for weddings. h. Invoice couple and liaising with our Finance Team to confirm payment.
3. Woodlands Student Flats	<p>Administer our student rooms application process to include:</p> <ul style="list-style-type: none"> a. Respond to initial Student Room enquiries and send out information pack. b. Liaise with our Student Pastor and Senior Resident to arrange viewings. c. Send out tenancy applications, assist with approvals and file. d. Produce tenancy agreements (from our template) and ensure they are signed and filed including guarantors. e. Organise payment of deposits liaising with our Finance Team ensuring statutory documents are sent to new tenants. f. Oversee any sublets as per our sublet policy.
4. Data Administration	<p>To assist the Premises and Operations Lead with data administration to include:</p> <ul style="list-style-type: none"> a. ChurchSuite administration including: accounts set ups; Processing delete requests; Produce monthly report of delete requests; and Data cleansing. b. Deliver Data Protection and Introduction to ChurchSuite training (full training will be given). c. Provide wider WCF team with ChurchSuite support. d. Assist with data improvement projects. e. Administrator our WCF ChurchSuite Forum biannual meeting. Organise practicalities, minute take and following up on actions. f. Assist Premises and Operation Lead with sending bi-annual e-mail. g. To provide admin support for the Bristol Churches ChurchSuite User Forum.
5. Oversee volunteering at events	<ul style="list-style-type: none"> a. Engage with volunteer teams relevant to this role.
6. General	<ul style="list-style-type: none"> a. Carry out other related duties as agreed with the Premises and Operations Lead.

Reporting to: Line Managed by Steve Wray (Premises and Operations Lead).

Last updated: May 2024

Requirements: This role requires a commitment to the Woodlands Church Family team.