

ROOM BOOKINGS COORDINATOR & ADMINISTRATOR

The Leeds South & West Methodist Circuit are seeking to appoint a part time Room Bookings Coordinator & Administrator for Horsforth Grove Methodist Church and The Grove Centre, which incorporates a series of meeting rooms that are used throughout the week by a number of church and community groups.

The postholder will be a key member of the team at Horsforth Grove Methodist Church and will have a vital role in helping to ensure that rooms are able to be used for the benefit of the church community and the wider community of Horsforth.

The ideal applicant will be an experienced administrator, comfortable working in a busy church environment and a great communicator. This is a new post and the person appointed will be required to:

- Act as the first point of contact for new booking enquiries, and update the booking system
- Coordinate room booking forms and their approval, and show people around the Centre
- Liaise with other members of the Grove team
- Fulfil other suitable administrative duties as directed by the line manager

The appointment requires an enhanced DBS Disclosure.

NEXT STEPS & MAIN TERMS

Hours of work:	12 hours per week. It is expected that you will usually work 2 hours from the Church Office on 1 day per week (to be agreed), with the remaining 10 hours worked flexibly, at home or the Church Office, Monday to Friday, in agreement with your Line Manager. There may occasionally be the need for some evening and Saturday working. Actual days, start and finish times will be variable in accordance with the needs of the Employer. You will not be expected to work on more than 4 days in a calendar week.
Contract:	Permanent
Rate of pay:	£14.21 per hour, with enrolment in the Circuit's workplace pension scheme.
Location:	Based at Horsforth Grove Methodist Church, Town Street, Horsforth, Leeds, LS18 4RJ and your home address.
Next steps:	For more information and an application pack, please contact the Circuit Administrator via admin@lswmethodists.org.uk or 0113 279 4816.
Closing date:	Monday, 19 th January 2026 at 9:00 am
Interview date:	Monday, 26 th January 2026
Start date:	1 st February 2026 or as soon as possible thereafter

To learn more about Horsforth Grove Methodist Church and The Grove Centre, please visit:

<https://hallbookingonline.com/horsforth/>