

Bookings & Database Administrator

Hours: 8 hours per week

Purpose of the Role

The Bookings and Database Administrator plays a key role in supporting the smooth day-to-day running of Coastline Vineyard Church by overseeing our key administrative systems. The role is centred around bookings, database management, and office administration, ensuring that our staff team and volunteers have accurate information and effective systems that enable ministry to flourish.

This role is ideally suited to someone who enjoys working with technology, has excellent attention to detail, and loves creating organised, efficient systems.

As this is a part-time role, priorities will be agreed with the line manager to ensure workload remains appropriate to the hours available. Responsibilities will be reviewed and adjusted as required in line with the needs of the church.

Key Responsibilities

1. Database Management

- Maintain the church database, ensuring information is accurate, up to date, and well organised.
- Maintain confidentiality and ensure all data is processed in accordance with GDPR and Coastline Vineyard's data protection procedures.
- Support the administration of newcomers and church members through ChurchSuite and related systems.
- Produce reports and assist staff with database information as required.
- Ensure good data management practices and appropriate confidentiality.

2. Bookings & Calendar Management

- Manage internal room and resource bookings.
- Liaise with the Parish Administrator at St Alban's to coordinate shared building use.
- Maintain the church-wide calendar, ensuring meetings, events, and bookings are accurately recorded.
- Help identify and resolve booking clashes or scheduling issues.

3. Administrative Support

- Monitor and manage the general church inbox, forwarding enquiries to the appropriate team members.

- Provide day-to-day administrative support including printing, data entry, post, and document preparation.
- Assist with office organisation and general administrative processes as capacity allows.

4. Systems & IT Support

- Provide first-line support for staff with day-to-day IT queries.
- Assist with the setup and maintenance of staff systems, user accounts, and shared resources.
- Support the administration of church software platforms and digital systems.
- Help improve administrative processes through the effective use of technology.

Person Specification

The ideal candidate will:

- Be highly organised with exceptional attention to detail.
- Be confident and competent using computers and cloud-based software.
- Have excellent IT skills and enjoy learning new digital systems.
- Be able to manage multiple administrative tasks accurately and efficiently.
- Be proactive, dependable, and able to work independently.
- Have excellent written and verbal communication skills.
- Be approachable, helpful, and enjoy serving others behind the scenes.
- Have experience using Microsoft 365 and online database systems (experience with ChurchSuite is desirable but not essential).
- Be committed to the vision, values, and Statement of Faith of Coastline Vineyard Church.

Essential Skills

- Strong computer literacy.
- Excellent organisational skills.
- High level of accuracy when working with data.
- Ability to troubleshoot basic IT issues.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Good time management and the ability to prioritise work effectively.