

St Andrew's Catford Hall Administrator Job Description

Introduction

Thank you for your interest in the role of Hall Manager at St Andrew's Church Catford.

The church has been at the heart of the local community since 1904. Our community hall is a large part of how we continue to serve our community in 2026. As Hall Administrator, you will help shape the future of a valued community space, ensuring it is well managed, well used and continues to grow as a place where people of all ages can meet, celebrate and connect.

We are looking for someone who enjoys building relationships, is highly organised, and takes pride in creating a positive experience for others. You will work closely with the Vicar, the Hall Executive Committee and local hall users in a supportive and collaborative environment.

This is a varied role combining administration, customer service, community engagement and venue management, offering plenty of opportunity to use your initiative and make a lasting impact.

The post is offered as an initial part time one-year contract, with the aim that increased hall use and improved finances will enable the role to continue beyond the first year.

If you are looking for a flexible, people-focused role where your skills can make a genuine difference to both the church and the wider community, we would be delighted to hear from you.

Role Description

Job Title: Hall Manager

Location: Office based at St Andrew's Catford SE6

Salary: London Living Wage

Hours: 16-20 hours (flexible – with core hours on weekdays, occasional evenings and weekends as required)

Contract: 12-month fixed term contract (with 6-month review)

Responsible to: The Vicar, working with the Hall Executive Committee

Purpose of the Role

To ensure the smooth day-to-day running of the church hall, develop its use within the community, and support the administrative needs associated with hall hire and church activities.

The role is particularly focused on maximising weekday bookings and helping the hall become a thriving and sustainable community space.

Key Responsibilities

Hall Bookings and Administration

- Manage enquiries, bookings and scheduling for the hall.
- Act as the main point of contact for hirers and users before, during and after bookings.
- Maintain accurate records of bookings, payments and usage.
- Ensure hire agreements and relevant documentation are completed.
- Liaise with the caretaker and HEC to cover openings / closings.

Development of Hall Usage

- Encourage and promote increased weekday use of the hall.
- Build relationships with local community groups, organisations and potential hirers.
- Help identify opportunities for regular users and new activities.
- Generate additional yearly revenue for the hall.

Hall Management

- Oversee the day-to-day running of the hall to ensure it is clean, safe and welcoming.
- Coordinate cleaning arrangements including provision of supplies.
- Report and coordinate maintenance issues with the HEC when required.

Collaboration and Support

- Work closely with the Vicar and Hall Executive Committee (responsible to the Church Leadership Team (PCC) to support the ongoing development and success of the hall.
- Attend HEC meetings (6 per year).
- Ensure the hall supports both church activities and community use.

General Responsibilities

- Maintain clear communication with hall users and church leadership.
- Support the good reputation of the church hall within the local community.
- Carry out other reasonable duties related to the role.

Safeguarding

- The post will be subject to a Disclosure and Barring Service (DBS) check.

Person Specification

Essential	Desirable
Locally based, with good knowledge of the area.	Experience in venue management or bookings administration and database management.
Proven track record at increasing community engagement.	Experience working with community groups or volunteers.
Good organisational and administrative skills.	Experience in facilities management or building coordination.
Strong communication, interpersonal and teamworking skills.	Interest in supporting community engagement.
Ability to track and manage multiple bookings, calendar and enquiries effectively.	Experience of successful promotion of venue or group
Friendly and welcoming approach to working with the public.	Experience with marketing and design software (e.g. Canva, Adobe suite).
Basic IT skills (email, spreadsheets, booking systems).	
Flexible availability when needed.	
Support and follow the safeguarding policies of the Church of England.	
Complete appropriate safeguarding training.	
Work in a way that promotes a safe environment for all hall users.	
Applicants do not need to be members of the church, but should be supportive of the church's role and values in serving the local community.	