



Centre Manager [15 hrs part-time]

Closing Date: 25 October 2026

Christ Church Bedford is looking to recruit a Centre Manager to manage and promote our church centre. The centre is an important part of the life of the church and also serves many diverse groups across our community. We are a thriving evangelical Anglican church, eager to bless our community through our modern facilities and draw others to know and serve Christ. Will you join us to make a difference for the Kingdom?

Job Responsibilities and Person Specification

Job Title: Centre Manager

This is a part-time position of 15 hours per week

Overview

The first point of contact for hirers, potential hirers and users in person, by social media, phone and email, offering advice and information as the representative of the church.

Act as main hospitality welcomer for all users of the building so that queries can be answered and everyone made to feel at home while security is maintained.

Oversee lettings contracts and the required administration.

Ensure the centre is well-maintained and safe by administering the annual programme of maintenance and safety inspections and arranging for ad hoc repairs to be carried out when required.

Specific Responsibilities

- Act as point of contact for enquiries, ensuring they are dealt with politely and professionally and followed up by appropriate action
- Work collaboratively, particularly with the Office Manager and staff team, to ensure the smooth running and administration of the church facilities.
- Manage the Church and Church Centre bookings
 - Show around potential hirers, explain lettings contracts and expectations, explain (or negotiate) fees and organise additional resources as necessary. Issue, update and enforce conditions of hire.

- Be responsible for financial transactions relating to bookings, including raising of invoices. Liaise with the church treasurer to confirm payments are received.
- Promote unused space and market letting opportunities
- Ensure hirers are aware of how to secure the building when they leave.
- Ensure that the Church and Church Centre (both public and storage areas) are kept clean and tidy and that kitchen usage is in line with hygiene requirements and church guidelines.
- Arrange service visits by contracted companies and tradespeople to ensure centre is well-maintained and meets all safety requirements.
- Coordinate a team of volunteers for the church centre, in particular to deal with ad hoc repairs and maintenance.
- Oversee a late night locking up rota and team.
- Maintain strong communication with the Buildings Impact Group, to ensure good governance of the church centre building.

Person Specification:

- A Christian with a strong and growing faith
- Good hospitality and welcoming skills and an excellent communicator
- A highly motivated multi-tasker able to work well without supervision and use initiative
- A team worker
- Highly developed time-management and organisational skills
- Flexible approach, including willingness to occasionally work outside office hours
- Good written and IT skills, particularly MS Word/Excel and Google Documents

Desirable knowledge:

- An understanding of health and safety legislation and risk assessment

Further information in the first instance please contact the church Office Manager, Mrs Pauline Grimley

- Phone (01234) 327150
- Email office@ccbedford.org
- In person

This role has an occupational requirement to be filled by a committed Christian, active in church life. Equality Act 2010, Part 1, Schedule 9 applies.

Applications

Applications, in writing, should include a current CV, a covering letter explaining how your gifts/skills fit the job description and person specification plus the names of two referees, one of whom to ideally be a church member/minister.

Closing Date for applications is: 25 October 2026

Summary Conditions of Service:

- Appointment - the person will be employed by and be responsible to the PCC, but on a daily basis is accountable to the Vicar, who leads the staff team.
- Salary — negotiable and dependent on experience, with reimbursement of all reasonable travel and working expenses. Assistance with pension contributions will be arranged.
- Hours - the post is based on a 15 hour week. Whilst every effort is made to balance the hours worked with time off in lieu, we are a church with many volunteers, so there is an ethos of working together as is needed to see the job done. No overtime payments are made. Work at weekends, evenings and during major Church festivals may be required.
- Professional development — in consultation with the Vicar, opportunities for personal and professional development will be encouraged
- Part-time - although this document is worded as if the post will be filled by one person, we are willing to explore flexible working including the possibility of job-sharing. If you feel that only some parts of this job fit you well, please talk with us. Some flexibility during school holiday periods may be possible, e.g. partial working from home.

