



Bookings & Events Coordinator

Location: Round Chapel Old School Rooms, Clapton Park United Reformed Church, Hackney, London

Reports to: Premises Manager

Hours: 12 hours per week (Tuesday 9am – 3pm & Thursday 9am – 3pm)

Salary: London Living Wage (£14.80 per hour), currently equivalent to **£30,784 FTE** Actual salary approximately **£9,235 per annum**.

About us

Clapton Park United Reformed Church at the Round Chapel Old School Rooms is a vibrant church and community centre in Hackney.

We are home to the church congregation and open up our building seven days a week to serve the local community, offering a safe space for children and families to play and be supported, to receive help and practical advice, a place of worship, a space for people to work, to be creative and to engage with local people tackling some of the issues they face.

We work to create an open, welcoming, inclusive and distinctive space, committed to community building and social change and the involvement of people from all backgrounds, faith traditions and none.

We believe that having a staff team that better reflects the community that we work in will make us stronger. We are committed to equality of opportunity and welcome applications from individuals, regardless of age, gender, ethnicity, disability, sexual orientation, gender identity, socio-economic background, religion and/or belief.

About the role

The Bookings & Events Coordinator plays a key role in the smooth day-to-day running of the Round Chapel Old School Rooms.

As the main point of contact for venue hirers, the postholder will coordinate bookings, support community fundraising events, maintain administrative systems and help ensure the centre remains welcoming, organised and well used.

Often the first point of contact for visitors and building users, the postholder will help create a friendly and inclusive environment for all.

Line managed by the Premises Manager the Bookings & Events Coordinator will also work closely with the Centre Manager and Finance Officer, to support the effective delivery of activities.



Key Responsibilities

1. Venue Hire & Customer Service

- Act as the main point of contact for venue hire enquiries.
- Manage bookings, hire agreements and related records.
- Liaise with hirers regarding event requirements and venue arrangements.
- Work with colleagues to ensure spaces are staffed, prepared and payments are processed.
- Maintain positive relationships with hirers, leaseholders and community users.

2. Community Fundraising Events

- Support the planning and delivery of community fundraising events and markets.
- Manage stallholder bookings and event communications.
- Assist with volunteer coordination and event administration.
- Support admin for fundraising activities, including Hackney Half Marathon entries.
- Work with colleagues and volunteers to ensure events run smoothly and safely.

3. Communications

- Maintain website content and ensure information is up to date.
- Create and distribute promotional materials for activities, events and venue hire.
- Support communications that raise awareness of the centre's work.

4. Administration & Operational Support

- Respond to telephone, email and in-person enquiries.
- Maintain accurate records, calendars and administrative systems.
- Order office supplies and coordinate deliveries as required.
- Support communication between staff, volunteers and building users.
- Undertake other reasonable duties to support the smooth running of the centre.
- Attend staff meetings and occasional evening or weekend events.

Person Specification

Essential

- Experience in administration, customer service, events or a similar coordination role.
- Excellent attention to detail, organisational, communication and IT skills.
- Ability to manage priorities, work independently and use initiative.
- Able to build positive relationships with a wide range of people.
- Able to undertake occasional light physical tasks, including setting up tables and chairs for events.
- Commitment to excellent customer service and an interest in community-centred work.
- Sympathy with the aims and values of CPURC.



Desirable

- Experience of volunteer coordination.
- Experience working in a charity, community, faith or cultural organisation.
- Experience using Canva, Xero or similar systems.

Success in the Role

The successful postholder will:

- Deliver a friendly, efficient and welcoming bookings service.
- Support successful community events and fundraising activities.
- Maintain accurate records and effective administrative systems.
- Build positive relationships with hirers, volunteers and community users.
- Help ensure the centre remains welcoming, organised and well used.

Safeguarding Statement

CPURC is committed to safeguarding and promoting the welfare of its service users and vulnerable adults and expects all staff and volunteers to share this commitment.

CPURC operates Safeguarding Policies for the purpose of protecting Children and Vulnerable Adults. All staff members are required to undergo Disclosure and Barring Service DBS checks.

Terms and conditions

1. Unsocial hours: The post holder must be prepared to work some unsociable hours, e.g., 2-3 fundraising events per year
2. Salary: £30,784 FTE per annum, pro rata (£9,235)
3. Annual leave: 21 leave days + UK Bank Holidays pro rata
4. This appointment is subject to satisfactory completion of a 4-month probationary period.

Application Deadline: Monday 21st September 2026

Interview Date: w/c 28th September 2026

Start Date: w/c 2nd November 2026

HOW TO APPLY

To apply for this role please email a covering letter and CV with the details of two referees to manager@theroundchapel.org.uk

We will let all successful applicants know if they are invited to interview no later than 5pm on Thursday 24th September 2026.

Clapton Park URC, Round Chapel Old School Rooms,
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www.theroundchapel.org.uk
Charity Number 1132114