

**PART-TIME BOOKINGS SECRETARY**  
**St James's Hall & St Leonard's Church, Bridgnorth**



We are seeking a friendly, organised and reliable person to manage enquiries and bookings for our busy community venues.

Hours: 3 hours per week for each venue (6 hours total).

Pay: £12.21 per hour.

This flexible role would suit someone who enjoys working with people and supporting local community activities.

Duties include handling enquiries, maintaining booking diaries, coordinating hire arrangements and liaising with hirers and church representatives.

Good communication, basic IT skills and the ability to work independently are essential. Previous administrative or customer service experience is desirable but not essential.

For an informal conversation or to apply, please contact:

Rev Suzan Williams

Email: [rectorbridgnorthandmorville@gmail.com](mailto:rectorbridgnorthandmorville@gmail.com)

Tel: 01746 599528

**Closing date: March 20<sup>th</sup>, 2026**