

## Job Description & Person Specification

<b>Role</b>	Bar & Venue Manager
<b>Hours</b>	Min. 6 hours per week on an overtime and lieu basis (i.e. if fewer hours a week are worked, they are logged for weeks where more work is undertaken). Scope for hours worked to be considerably higher than this as the role develops.
<b>Rate of pay</b>	Starting at £12 per hour, dependent on experience
<b>Overview</b>	<p><b>The Painswick Centre has been at the heart of our community since 1907. Originally the home of the Working Men’s Club, as well as playing host to many other clubs, societies, parties and events over the years, it is now a thriving charitable community centre for all. We are home to a cafe and arts shop, host a weekly local produce market and takeaway food night, and offer everything from yoga and Pilates, to table tennis, pole dancing, massage &amp; reflexology, jewellery making, art classes for kids and adults... the list goes on!</b></p> <p><b>Since the closure of the Working Men’s Club in 1997, our two bar facilities and Skittle Alley have not been as well used as they could be. We are looking for someone to work with our small team to professionalise the running of those facilities, and to help them reach their full potential, both in terms of the value they add/offer our community (as per our charitable purpose), and the amount of income they generate towards the upkeep of the Centre.</b></p> <p><b>This will be an exciting role for the right person: you will have a partially blank slate to develop into something great. The Job Description below outlines what we think the role will encompass, but we envisage it will develop over time as you build up the bars and venue, and their revenue. You will be working alongside a small team of the Centre Manager and the Marketing &amp; Communications Manager, as well as the Trustees.</b></p>
<b>Responsibilities</b>	<p><b>BAR</b></p> <ul style="list-style-type: none"> <li>• Be Designated Premises Supervisor for the license (associated fees will be paid for by the employer).</li> <li>• Bar stock &amp; pricing, including snacks.</li> <li>• Bar staff &amp; staff training.</li> <li>• Occasional bar work.</li> <li>• Ensure that the Centre’s alcohol and entertainment licenses are adhered to by third parties.</li> <li>• Keep up to date with events schedules and pre-empt bar needs.</li> <li>• Develop bar management schedules.</li> <li>• Organise appropriate waste management with the Centre Manager.</li> <li>• Maintenance of bars &amp; equipment.</li> <li>• Work with Management team to organise in-house and supported events.</li> <li>• Ensure compliance with HSE regulations, environmental health, and employment law with regards to events &amp; the bars.</li> <li>• Build up the bars’ use and revenue.</li> </ul>

	<p><b>VENUE</b></p> <ul style="list-style-type: none"> <li>• Managing bookings for events (e.g. music gigs, weddings) and liaising with clients to determine event requirements.</li> <li>• Prepare venue hire packages and pricing options and negotiating with clients.</li> <li>• Schedule and coordinate the rental of sound equipment, furniture, and other venue equipment as required.</li> <li>• Complete risk assessments for external events.</li> <li>• Arrange management of the venue and any staff during an external event (and in-house events if required).</li> <li>• Have knowledge of tech equipment, stage requirements, and event set-up.</li> <li>• Develop a bar and venue management team database of freelance workers.</li> <li>• Facilitate delivery of our event programme alongside the team.</li> <li>• Work with the Management team to: monitor &amp; assess the quality of delivery of events, identifying any areas for improvement; ensure that the programme is financially viable and implemented within an agreed budget.</li> <li>• Research and work with maintenance and building team to upgrade and future proof the Centre facilities with regards to bars/food/venue.</li> </ul> <p><b>FOOD</b></p> <ul style="list-style-type: none"> <li>• Help organise weekly food nights: liaising with traders and supervising their requirements and logistics including parking.</li> <li>• Help to manage the morning market and traders.</li> <li>• Check traders for appropriate certification and trading.</li> <li>• Research and build relationships with local F&amp;B businesses.</li> </ul>
<p><b>Person Specification</b></p>	<p><b>ESSENTIAL</b></p> <ul style="list-style-type: none"> <li>• Bar training/experience.</li> <li>• To have or be prepared to obtain personal license.</li> <li>• To have or be prepared to obtain Food Hygiene certificate level 1.</li> <li>• Ability to multitask and remain calm in stressful situations.</li> <li>• Great interpersonal and communication abilities.</li> <li>• Willingness to work evening hours and on weekends and holidays.</li> <li>• Good knowledge of safety measures and risk management strategies.</li> <li>• Ability to fulfil all aspects of the role with fluency in both written and spoken English.</li> </ul> <p><b>DESIRABLE</b></p> <ul style="list-style-type: none"> <li>• Experience of supervising and supporting staff.</li> <li>• Experience of producing events or building up bar business.</li> <li>• Personal licence for selling alcohol.</li> <li>• Full, clean driving licence with car if not within walking/cycling distance.</li> </ul>