

APPLICATION PACK
Bar & Event Supervisor

Job Role:	Bar & Event Supervisor, £25,000- £30,000 per annum
Reporting to:	Bar Manager
Working Hours:	5 days per week, flexible work pattern on a rota (including evening and weekend hours)
Key working relationships:	Venue Team, Arts & Culture Team, visitors to our Centre and commercial hirers, suppliers
Contract type:	Fixed term 12 months (possibility of extension)

About the London Irish Centre (LIC)

The London Irish Centre is the oldest and largest Irish Centre in Britain, offering a mix of community and cultural services for both Irish and local communities in London and UK wide.

We are in the early stages of a multi-year ambitious strategic plan to reimagine, redevelop and recreate our Camden Centre home as a world-class community and cultural centre.

Our services include:

- London’s leading Irish **Arts, Culture and Heritage** programme
- 4 dynamic **venue** spaces available to **hire** for meetings, weddings, classes and more
- **Café-bar** workspace serving snacks and drinks
- **Library** with over 7,000 books
- **AQS Information, Advice and Support** on a wide range of welfare issues, from housing to benefits
- **Social Groups** strengthening communities across London
- **Warm, safe spaces** for people to connect
- **Community Café** serving subsidised nutritious meals
- Accredited **Befriending Service** to connect people facing loneliness
- **Health and Wellbeing Advice** led by our resident nurse
- **Survivor Service**, including a **Freephone Response Line** to provide information and support to survivors of Irish institutional abuse
- **Weekly Walk-in Enablement Clinic** for those living with complex needs or multiple areas of disadvantage
- **Food Poverty Support**, including a Community Fridge with food donations available, emergency vouchers and food bank collection

How to Apply

In this pack we have included a job description and person specification to support your candidature. The details in the job description and person specification should be addressed in a cover letter. To apply for this vacancy, please send your CV and a cover letter to recruitment@londonirishcentre.org

The deadline for applications is 9am, Monday 6th February 2023.

If you would like to have an informal conversation with Bobby Murray Bar Manager, please contact us by email at recruitment@londonirishcentre.org to arrange a call.

Job Brief

The Bar & Events Supervisor is a key role within the Bar and Events Team at the London Irish Centre. The successful candidate will be responsible for supporting and assisting the Bar Manager in successfully establishing the London Irish Centre as **the** Irish Bar in London. In addition to day-to-day bar supervision, this role encompasses venue set up and technical elements as part of the wider events business. The role will also support the Arts & Culture team’s programme of events which take place in the venue, with event setup, bar supervision and/or duty management.

This role offers someone a fantastic opportunity to be part of establishing and enhancing the identity of the London Irish Centre while offering hands on experience in the running of bars, events, and gigs.

Personal Specification

Essential and Desirable Skills & Experience

	Skills & Experience	Essential	Desirable
1	1+ Years Supervisor/ Leadership experience in the hospitality industry	X	
2	Experience working within a team to deliver an outstanding service to clients/ customers	X	
3	Experience motivating and leading a team		X
4	High level of numeracy and confidence dealing with figures and stock control	X	
5	Good IT literacy including the ability to use excel and email, an understanding of till and stock control systems, and the ability to use digital platforms	X	
6	Ability to communicate effectively with a wide variety of people at all levels	X	
7	Proficient in using POS systems		X
8	Ability to maintain high standards whilst working under pressure	X	
9	Ability to cope with conflicting demands	X	
10	Enjoys meeting and greeting new people, good with the public	X	
11	Friendly and warm and works well as part of a diverse team	X	

Key areas of responsibility

Bar

- Day to day efficient bar delivery – supervising the bar team ensuring that all daily tasks and check lists are carried out and the Hub Bar is always kept clean and tidy, and the team is offering a warm Irish welcome
- Assisting the Bar Manager with inventory, weekly stock takes and reconciling against sales reports
- Cellar Management including daily and weekly checks of equipment, ensuring the highest standard of cleanliness of the beer line system.
- Alongside the Bar Manager, represent the Bar Team at the weekly diary management meetings which will include offering feedback from past events, and looking ahead to ensure that the venue's core opening hours are staffed and any additional hours for events are covered.
- Alongside the Bar Manager, identifying areas of improvement across bar delivery and customer experience.
- Working with the Bar Manager on new initiatives to increase local awareness, development of daytime trade and enhancing the evening offers.
- Reconciling the bar receipts

Commercial Hires/Events

- Ensuring that all events are setup according to the requirements of each specific event, including special requests from the clients.
- Leading on room set up and turnarounds, working with the Events Officer on any complex set ups, and identifying pinch points and where additional crew might be needed to fulfil the venues events across a 2-week period.
- Working with the Head of Venue to ensure that the venue's technical facilities are kept in good working order, making sure that there is a good supply of spare parts and any maintenance or repairs are scheduled so there is no impact on event delivery.
- Providing cover for the Events Officer in taking commercial hire bookings and entering the information into Event Pro.

People Management

- Supporting the Bar Manager with the fortnightly casuals payroll.
- Assisting the Bar Manager with training new or agency casual bar and event staff.
- Working as Bar Supervisor on Events, managing both the LIC team and agency staff.
- Creating weekly work schedules.

Health & Safety

- To assist the Head of Venue in maintaining and keeping all health & safety information is correct and up to date.
- Assisting or being responsible for building evacuation, including giving fire briefings to occupants to ensure everyone understands what emergency procedures to follow in the event of a fire in the workplace and venue.

This job description is a guide to the nature of the work required of the Bar & Events Supervisor. It is not wholly comprehensive or restrictive and may be reviewed as required

Employee Benefits

- Enhanced annual leave - 26 days plus bank holidays (increase to 27 days after 5 years of service pro rata)
- Enhanced sick pay - 4 weeks of contractual hours on full pay after completion of probationary period pro rata
- Enhanced maternity and adoption leave pay
- Flexible working where possible for each role
- Cycle to Work Scheme
- Tech Scheme
- Eyesight tests and corrective glasses
- Jury Duty leave pay
- Employee Assistance Programme
- Complimentary tickets to select events
- 50% discount on LIC education courses (subject to availability)
- 20% discount at the LIC shop and 10% discount at the LIC bar
- Mindfulness app membership

***Only available to staff on contracts of a minimum of 12 months**

LONDON IRISH CENTRE

OUR SIX CORE VALUES

At the London Irish Centre we strive to be:

1. Welcoming
2. Compassionate
3. Inclusive
4. Creative
5. Community-centred
6. Sustainable

The London Irish Centre is an equal opportunities employer. We actively encourage applications from diverse backgrounds, communities and industries, and are committed to equality and diversity within our workforce. Please note our offices have some barriers to access, which is one of the core missions that our redevelopment will overcome.