

## APPLICATION PACK Casual Event & Bar Staff

Job Role:	Casual Event & Bar Staff, £11.95 p/h
Reporting to:	Bar Manager
Location:	Camden Square NW1 9XB
Key working relationships:	Front of House team, LIC staff teams, suppliers & visitors to our centre
Contract type:	Fixed Term, 0-hour contract

### About the London Irish Centre (LIC)

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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 initial 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.
- **Survivor Service**, including a **Freephone Response Line** to provide information and support to survivors of Irish institutional abuse.
- **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.
- **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.
- **Library** with over 7,000 books.

### How to Apply

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In this pack we have included a job description and person specification to support your candidature.

To apply for this vacancy, please send your CV and cover letter addressing the 'Person Specification' included within this application pack to [recruitment@londonirishcentre.org](mailto:recruitment@londonirishcentre.org)

We will be reviewing applications as they come in.

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

## The Opportunity

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Are you great with people and looking for a casual role in an exciting venue where no two days are the same? We are looking to build an enthusiastic, warm and friendly team to support the running of our cultural, community and commercial events.

Based in Camden since 1955, our charity has empowered and enriched lives, through times of struggle and celebration. Ireland is often referred to as the land of a thousand welcomes, and as the Irish Heart of London we bring that warmth to everything we do.

Alongside the vital support services delivered by our charity, our venue is a place to experience the very best of Irish culture in all its diversity. From traditional music to contemporary theatre, emerging comedians and established writers, our rich cultural programme reaches almost 20,000 people a year.

## The Role

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### Bar & Event Delivery Responsibilities

- Delivering an excellent standard of customer service and ensuring all customers are greeted with a warm welcome.
- Pouring the perfect pint of Guinness.
- Serving customers drinks, tea, and coffee.
- Assisting with room setup for events.
- Using the till and other systems to ensure the correct recording of sales and stock.
- Providing customers with general information.
- Working with all other venue staff to ensure smooth running of our events.
- Restocking, clearing and cleaning all areas of the foyer and bar areas.
- Ensuring the bar, toilets and events spaces are kept clean and tidy at all times.

### General Responsibilities

- To act as an advocate for the LIC at all times.
- To give due consideration to Environmental Sustainability in all aspects of work, e.g. ensuring minimum waste, using appropriate transport.
- Be aware of, and comply with, the rules and legislation pertaining to Health and Safety at work.

## Personal Specification

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### Essential and Desirable Skills & Experience

	Experience	Essential	Desirable
1	Ability to communicate effectively with a wide variety of people at all levels in a warm and friendly manner.	X	
2	A friendly, hardworking, and flexible approach.	X	
3	Bar experience.	X	
4	A proven ability to provide a high level of customer service in an often busy environment.	X	
5	Flexibility to work evenings and/or weekends on a rota.	X	
6	Ability to work well under pressure in a fast-paced environment, but equally a proactive approach in the quieter moments.	X	
7	An understanding of and empathy for the mission, vision, and values of the LIC	X	
8	Experience using tills and PDQ machines.		X
9	Interest in working in an arts or cultural venue.	X	
10	Experience using basic audio-visual equipment (projectors, speakers, microphones).		X

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

### Employee Benefits

- 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.

## 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.*