

# TRINITY COMMUNITY ARTS

Bar Manager



# RECRUITMENT INFORMATION

Thank you for your interest in the role of Bar Manager.

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

## How to Apply

To apply, please download and complete an online application form by visiting [here](#) and email to [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) with "Bar Manager" in the subject line.

Please complete our anonymous Equal Opportunities form [here](#)

Please note we do not accept CV applications.

## Closing Date

The closing date for receipt of applications is **Monday 05 May 2024 at 5pm.**

Interviews will be held week commencing **13 May 2024.**

If you encounter any accessibility challenges that hinder your ability to apply within the stipulated timeframe, please contact us at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk). We are committed to understanding your circumstances and providing the necessary support to facilitate your application process.

# ABOUT TRINITY

**Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.**

We provide a progressive programme of arts and cultural events, social activities, and projects, giving people space to come together, create, connect, learn, share and celebrate.

The Trinity Centre is a much-loved historic landmark. This cultural hub for East Bristol is one of the city's few remaining independent, live music venues, and is used by over 70,000 people each year.

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 70,000+ people across over 1,000 events and cultural experiences.

Our position, track record and approach mean we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.



# OUR VISION & MISSION

**Trinity's vision** is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

**Our mission** is to empower communities through the arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.



## Job description

# Bar Manager

**Contract type:** Permanent

**Job Title:** Bar Manager

**Responsible to:** Venue & Operations Manager

**Team:** Operations

**Direct reports:** Assistant Bar Manager/Bar staff

**Hours:** 22.5hr pw basic plus shifts - flexible. One admin shift on a Tuesday 10am-5pm (compulsory), other primary working hours are evenings, nights and weekends. There are a variety of shifts available. The number of shifts allocated per months varies in accordance with the number of events, including seasonal variations.

**Rate of Pay:** £13.93 - £14.91 starting rate depending on experience +10% enhancement for anti-social hours

**Annual Leave:** The holiday year runs from April to March.

Full-time employees of Trinity are entitled to 21 days paid annual leave plus bank holidays, based on 37.5hrs/5-day working week. Entitlement will be calculated on a proportional basis in accordance with your hours and duration of contract.

**We are seeking a ambitious and self motivated Bar Manager to join the Trinity Team to run our bar operations and assist with the smooth running of our live music entertainment, events and hire services.**

The role will require someone who is willing to work flexibly according to our growing events calendar. This is an ideal role for community minded music and arts lovers who would like to lead our friendly, hardworking and motivated bar team to help us raise vital funds to support our charitable activities and ensure the Trinity Centre has a sustainable future, not reliant on grant-funding.

You will be responsible for overseeing a small team, ensuring shifts are staffed sufficiently, meeting sales and profitability targets, creating a welcoming environment for guests, and adhering to any H&S and licensing legislation.

The role will suit someone who is keen to promote a positive working environment and encourage development among the team, as well as feeding back to the programming team with ideas around extending our offering to the local community.

## Job description (cont)

# BAR MANAGER

### Key Responsibilities

- Managing all business aspects of the bar, including negotiating supplier contracts, managing budgets, setting goals/targets, running the bar in accordance with best practice, developing procedures/incentives to maximise gross-profit-margin
- Ensuring understanding of and compliance with all licence conditions
- Maintaining a pool of casual bar staff, recruiting, inducting and training new starters and supervising staff during shifts
- Creating effective schedules and rotas, resolving any issues to ensure that bar is well-staffed during peak hours
- Ensuring safety of bar staff and patrons through good housekeeping and setting and enforcing quality and safety controls
- Working with diverse personalities both on the staff and customers and maintaining a fun, safe atmosphere
- Reporting at the end of every shift - we are a cashless venue

### Key Responsibilities (cont)

- Cellar and stock management including overseeing receipt of deliveries, stock-takes and reordering supplies in accordance with event-trends/predicted consumption
- Ensuring the Trinity Bar areas are safe, clean, tidy and presentable to the public at all times, including carrying out regular line cleans
- Attending weekly Events meetings (Currently 11am- 1pm, Tuesdays) with Programme, Bar and other Centre staff as required in order to ensure effective management of the bar services
- Understand and uphold all Trinity's policies, in particular Health & Safety, Safeguarding (Challenge 25), Equal Opportunities and Code of Conduct
- Undertaking any other work as agreed with the Programme Manager and/or Venue Manager as may appropriate for the position

## Person specification

# BAR MANAGER

### Essential

- Bar experience, in particular in a supervisory/management capacity in a busy bar environment
- Excellent interpersonal and customer-care skills and a commitment to providing excellent service.
- Understanding of issues around Health and Safety in a public space, licensing and implementing procedures.
- Numeracy skills, including experience of cash handling and using electronic till systems.
- Experience of working with the public, including problem solving.
- Demonstrable ability of working as part of a team.
- Ability to use initiative and work with minimum supervision.
- Understanding and awareness of Safeguarding and its implementation.
- A flexible approach to work, including the ability to work unsociable hours.
- Good communication skills.
- Commitment to the values and objectives of Trinity Community Arts.

### Desirable

- Personal License holder
- Experience of working within a diverse community environment
- Event management experience
- First Aid qualification
- Fire Marshal training
- Health & Safety training
- Full UK Driver licence
- Experience Using Microsoft Softwares.

Person specification (continued)

# BAR MANAGER

## Additional duties

It is in the nature of the work required that the tasks and responsibilities of the role will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description.

These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the Job Description.

## DBS Check

A basic check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.





# RECRUITMENT POLICY

## Commitment to equal opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommend reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

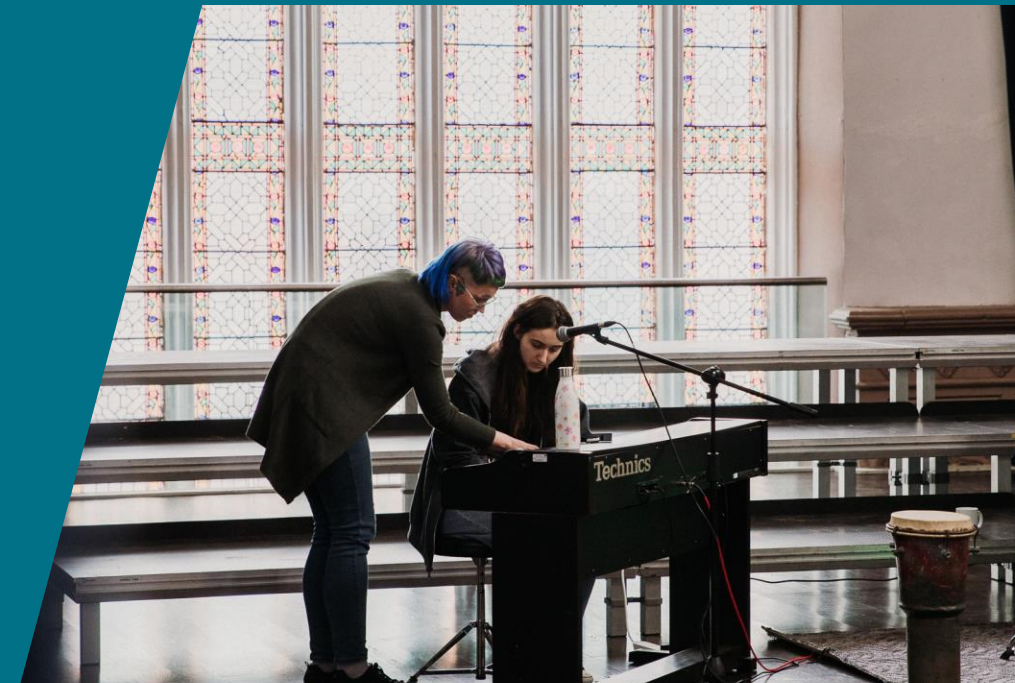
If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at [info@trinitybristol.org.uk](mailto:info@trinitybristol.org.uk) or via telephone on 0117 935 1200.

## Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.



# TRINITY:



Photo credits:  
Alastair Brookes, Khali Ackford

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[www.trinitybristol.org.uk](http://www.trinitybristol.org.uk)

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