

Recruitment Application Pack

Duty Manager – 2026



Application Pack for the role of Duty Manager

Thank you for inquiring about the above opportunity.

The closing date for receipt of applications is 31/08/2026 and interviews will be held week commencing 7/9/2026

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 [application form](#) and email to info@trinitybristol.org.uk with 'Duty Manager' in the subject. Please also complete an anonymous online [Equal Opportunities Monitoring Form](#). Please note we do not accept CV applications.

Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourage applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describe 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 as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

If you need this application pack in a different format or 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 interview and selection process, please contact us via email at 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. vacancy.

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.

Based in the Trinity Centre, this much-loved historic landmark is a cultural hub for East Bristol and one of the city's few remaining independent live-music venues, used by over 60,000 people each year.



Trinity's message is, "YOU can create"

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.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 60,000+ people across over 1,000 events and cultural experiences. Our position, track record and approach mean's 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 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 for the role of Duty Manager

Contract type - Permanent
Hours per week - Casual
Rate of Pay - £14.25ph, Anti-social rate £15.68 (hours between 12pm and 7am)
Location - Trinity Community Arts Centre; Bristol
Reporting to - Venue and Operations Manager

About the Role

Trinity Community Arts (TCA) is a charity using creativity to connect communities and support urban regeneration. Through a progressive programme of live music, arts, and community activity, we make space for people to come together, express themselves and thrive.

We're looking for a **casual Duty Manager** to join our team and support the smooth running of our late-night programme and diverse range of community events. From dance classes and public forums to weddings, parties and live music, no two days at Trinity are the same.

This role suits someone who is confident working independently, adaptable in a fast-changing environment, and passionate about supporting a vibrant community space. As Duty Manager, you'll be responsible for the safe, effective operation of the building during events and activities.

Role Responsibilities

- **Building Stewardship** – Act as a designated key-holder and guardian of the Trinity Centre, ensuring the building is secure and well-managed during events.
- **Ensure Public Safety** – Oversee Health & Safety, fire safety, evacuation procedures, First Aid, and accurate incident/accident reporting. Ensure all activities run safely and in line with Trinity's policies, procedures and risk-management standards.
- **Licensing Compliance** – Uphold licensing regulations, including alcohol sales, opening times, noise control and wedding licence requirements.
- **Safeguarding** – Support the safety of children, young people and vulnerable adults alongside all attendees to the centre, including Challenge 25 and incident reporting.
- **Visitor Experience** – Provide a friendly, professional service to all visitors and hirers; respond effectively to enquiries and feedback.
- **Hirer Compliance** – Ensure hirers follow their terms & conditions, including décor, rubbish removal and timely get-out.
- **Event Support & Preparation** – Assist with setting up spaces and technical equipment; work flexibly with a wide range of people, communities and event types.
- **Venue Presentation** – Maintain the good appearance of public areas and surroundings, ensuring a welcoming environment.
- **Policy Upholding** - Uphold Trinity's policies, including Code of Conduct, Equal Opportunities, Anti-Harassment and DEI.

Person Specification for the role of Duty Manager

Essential Criteria

We would love to hear from you if you have;

- ☐ Experience of duty managing large-scale events and working in front-of-house roles
- ☐ Experience as a responsible key-holder for a public premises
- ☐ Proven understanding of issues around Health and Safety in a public space, licensing and implementing procedures
- ☐ Ability to use initiative and work with minimum supervision
- ☐ Experience of working with the public, including problem solving and managing difficult or challenging situations
- ☐ Excellent interpersonal and customer-care skills and a commitment to providing excellent service
- ☐ Understanding and awareness of Safeguarding and its implementation
- ☐ Basic technical experience (i.e., audio & visual equipment)
- ☐ A flexible approach to work, including the ability to work unsocial hours
- ☐ Good communication skills

Desirable Criteria

- ☐ Commitment to the values and objectives of Trinity Community Arts and the work of the Trinity Centre
- ☐ Experience of working within a diverse community environment across a range of events
- ☐ Experience of working with box office systems
- ☐ An interest in the breadth of activities of the Centre, whether community, arts, music or late-night culture.
- ☐ First Aid qualification
- ☐ Fire Marshal training
- ☐ Health & Safety training
- ☐ Technical training (Sound systems, lighting, microphones)

Additional Information

The post holder will be expected to work flexible hours where required, including early mornings, late evenings and weekend shifts. Shifts will be agreed in advance via a monthly rota.

Shift patterns Events range from small to large scale public and private functions. Hours of work will vary - shifts may cover some of the following:

- ☐ Live music/performance events - Monday-Sunday evenings, 5pm-1am
- ☐ Club nights - Friday and Saturday 9pm-5/6am (set-up between 5pm - 10pm)
- ☐ Weddings - Friday, Saturday and Sunday, 8am-5pm / 4pm-2am
- ☐ Other weekday/weekend daytime functions and events

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class. A commitment to equality of opportunity is a necessary qualification for any job within the organisation.

Flexible working

This post is being advertised as a part-time role, 22.5 hours. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

Safeguarding

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

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we are able to remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the Application Form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

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.

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