



Rowheath Pavilion Ltd

Job Description

Job Title	Bar and Events Manager
Employer	Rowheath Pavilion Ltd
Reports to	Executive Manager
Responsible for	Bar staff and events staff and volunteers
Key relationships	TCC and RPL staff, Bar, Events and Wedding users, Community Groups, including Rowheath Pavilion Church, Sports Clubs, the local community using Rowheath Pavilion; suppliers
Salary	Management band £22,660 -£26,780
Hours	Full time, expected to work Friday and Saturday nights when there are events, functions and weddings

Who we are

Rowheath Pavilion, located in Bournville, Birmingham is part of the George Cadbury legacy, and is the heart of the Bournville community, set in its own park and playing fields. The playing fields are home to a number of football clubs, a rugby club and running club.

The community café and bar provide opportunities to serve and engage with different parts of the local community. The Terrace Room is a popular venue for weddings and parties. Rowheath Pavilion also hosts its own events, including Street Food Fridays, ale and food festivals, community days and our popular fireworks event.

Trinity Christian Centre, a charity set up by Rowheath Pavilion Church, to run Rowheath Pavilion on behalf of the Church for the benefit of the whole community. Rowheath Pavilion limited is a trading company owned by the charity. We serve the community as we follow Jesus.

Job Purpose

The effective management of Rowheath Pavilion Bar and food and drink events with our values at the heart, whilst ensuring excellent customer engagement at all times and delivering the cost centre budgets.

Key Responsibilities

- 1. Community and Christian ethos**
 - a. Bring our values alive with the bar and event setting
 - b. Work in partnership with Rowheath Pavilion Church.
 - c. Serve the community.

- 2. Staff Supervision**

- a. Motivate the team of shift workers to work as a team and to ensure the community ethos and our values are present in every shift.
- b. Shift management including rotas
- c. Staff training and implementation and delivery of the performance management cycle, reporting back to Executive Manager.

3. Operational Management

- a. Ensure that the Bar is a welcoming friendly atmosphere, welcome to all that respect our values.
- b. Ensure there is an integrated approach to the management of the bar, events and front of house for weddings and functions.
- c. To ensure that there is a high level of service for all customers and users.
- d. Develop innovative revenue opportunities and work with EM to implement new initiatives whilst enhancing customer and community experience.
- e. Work with the EM, and management team for annual planning and annual marketing campaign.
- f. Ensure a high level of cleanliness at all times in all areas to maintain 5* EH rating.
- g. Manager and deliver the bar and events budgets.
- h. Ensure processes to maintain staff safety, property and buildings security are in place.
- i. Operational supervision and administration of supplier relationships for bar and events, reviewing contracts and offerings with EM.
- j. Ensure the Bar is operated to licence standards at all times
- k. Any other duties as required by the EM to fulfil the role.

Person Specification

Qualifications and Experience	Essential	Desirable
A Levels; Maths and English GCSE	X	
Educated to University level		X
Bar and Hospitality Management qualifications		X
Experience of Bar Management, work and staff supervision		x
Experience of managing events and front of house		x
Operational or business management experience including staff supervision	x	
Cellar Management – evidence of training		x
Bar Supervision – evidence of training		x
Food Hygiene: minimum level 2		x
IT skills: Experience of EPOS including back office management and MOS		x

Experience of working in a community or sports environment.		X
Attributes		
Servant hearted	x	
A skilled communicator	X	
Excellent people skills: able to engage with people from diverse backgrounds	X	
A heart for community and will respect, embrace and share our Christian values	X	
A committed Christian with a heart to serve the local community	x	
Works with integrity	X	
A 'can do' attitude, solution focussed, works with initiative.	X	
A team player	X	
Well organised and planned, ability to multi task	X	
Adaptable – likes change	x	