



Background – Union Chapel - inspiring space, inspiring lives

Union Chapel is a unique multi award-winning performing arts venue, with a global reputation for international cultural events engaging diverse audiences. For over 30 years events have been our lifeblood and income, engaging 123,000+ visitors through 175+ events annually.

“There’s something about coming to Union Chapel. There’s just something that’s kind of left in the walls. You feel it. There’s so much life in every corner. All of that seeps in, and it helps you to give your story” (Celeste)

Union Chapel is more than a venue. A Grade I listed Gothic architectural jewel, it is also home to charities tackling homelessness, championing social justice, empowering local communities with creative groups, training and employability programmes for local communities. It is also the home to a working, progressive and inclusive church.

Profits from events substantially support our vital charitable work with local communities and we are a model of good practice for community engagement. As an example, the Hospitality provided at our events directly supports us to deliver a community and cultural programme which has transformed the lives of thousands of people.

“I depend on Margins for more than hot food, they make me feel very happy, like a valid human being, a real person and not a non-entity, I feel like an individual.”

Job Title:	BAR MANAGER
	For Theatre Style Bar at the Union Chapel Performance Venue
Responsible to:	Visitor Engagement Manager
Responsible for:	Direct Reports: Bar Supervisors & Bar FOH team(around 20 people)
Purpose of Job:	The role is responsible for all aspects of the bar operations.
Salary:	£31,000-£33,000
Hours:	37.5 hours per week. Evenings and weekend working as required.
Contract Type:	Permanent
	Six months' probation, two months' notice.

Key Duties & Accountabilities

Bar Management

- Oversee the day-to-day management of the bar at the venue and liaise with evening operations in the Events team.
- Responsible for ordering all bar supplies on a weekly basis and stocktaking processes, including restocking the bar with the bar team.
- Maintain correct storage of all consumables and beverages, and to be able to deal with all service-related matters regarding sale of alcoholic/non-alcoholic beverages.
- Work as the Bar Supervisor across events to develop effective and efficient improvement of the processes and procedures in the bar.
- Work as a Duty Manager across standalone bar events.
- Ensure daily checklists are completed at the opening and end of service, completion of post-show reports for the Bar and resolving any issues that are raised by supervisors and assistants.
- Liaise with the Visitor Engagement Coordinator on expected capacity, opening and closing times and any special event requirements to rota staffing levels accordingly and ensure team briefings take place to include key information relevant to the performance.
- Responsible for the development, implementation, and management of the highest standards of Customer Service in the bar, including communication and guidance for staff.
- Key holder for the building and lock/unlock the building as required.

Health & Safety

- To understand and have a working knowledge of all current Health and Safety, and licensing regulations.
- To induct staff in the responsible sale and service of alcohol and to hold a Personal License and authorise other staff to sell alcohol.
- Be fully conversant and regularly review emergency and evacuation procedures and support evacuations of the building and act as a first aider and fire marshal.
- Ensure that the Facilities & Maintenance Manager is aware of routine, periodic or ad hoc cleaning and maintenance requirements for bar areas so that this can be communicated to the cleaning team.

Business Development

- Oversee and implement revised processes and systems to improve and maximise income generation and efficiencies across our hospitality operations, in conjunction with the Head of Events & Programming.
- Responsible for maximising profitability of the bar, through pricing of products.
- Responsible for managing costs of products by sourcing, building relationships and negotiating with suppliers.
- Responsible for managing the tills and EPOS system and their effective use and making changes as required.

Line management and support

- Direct and support the staff team (around 20 casual workers) to ensure the effective performance of their roles including undertaking annual staff appraisals.
- Responsible for managing and preparing the staff rota, ensuring staff capacity is resourced in line with demand of forthcoming events and ensuring they work to expected standard at all times.
- Responsible for the recruitment, induction and required training of the bar team.

Finance

- To be aware of all finance requirements for month end procedures and ensure production payroll information is submitted in accordance with deadlines.
- Manage budgets for income and expenditure and review and monitor profitability of individual events in conjunction with the Head of Events & Programming.
- Approve supplier invoices as required in accordance with budget responsibilities and finance procedures.
- Ensure all deliveries are received and confirmed correctly and that all relevant delivery notes/ invoices are correct.

General

- To champion Union Chapel's vision, aims and ambitions.
- Actively support the organisation's action plans in respect of diversity and equality.

To undertake any other duty as might reasonably be required.

Equality and Diversity

We are working to become an organisation that is representative of our local community and want to recruit people from a range of backgrounds who reflect the diversity of our community. We particularly encourage applicants who are currently underrepresented in our board, workforce and wider sector. This includes but is not limited to candidates who identify as being from Black, Asian and other ethnic backgrounds from the global majority, and candidates who identify as being disabled. We also particularly welcome applicants with their own lived experiences of the challenges we aim to address.

How to apply

Please apply with your CV and a covering letter, of no more than two pages, outlining

- Your skills and experiences to meet the criteria of the role.
- Why you want to work for Union Chapel Project.
- Your availability to start.
- Where you saw the role advertised.

Please complete and return the [Union Chapel Equal Opportunities Monitoring Form](#)

All documents should be emailed to recruitment@unionchapel.org.uk using the Job Title “Bar Manager” as the title of your email.

The deadline for applications is 10am Monday 8 September

Because many of the team are away right now, we have not been able to schedule interview dates in advance, but anticipate this will be within a week or two of the closing date, depending on the volume of applications,



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