



Lampeter Venue Manager

- Contract type:** Part-time (20 hours a week); Fixed-term contract through to Friday 30 July 2021.
- Location:** This role is expected to work primarily on the Lampeter campus, with occasional travel to other UWTSD Group sites as required.
- Reporting to:** Business & Finance Manager
- Direct Reports:** Lampeter Casual Bar Staff:
- 2x Bar Supervisors
 - 3x Bar Staff
- Hours of work:** 20 hours a week, with specific hours of work agreed with the Business & Finance Manager on a monthly basis, to be split between office based and bar supervision.

Main Purpose of Post

The Lampeter Venue Manager will act as the designated licensee (Designated Premises Supervisor) and bar manager for the UWTSD Students' Union Lampeter Bar and Nightclub and will be responsible for overseeing its effective and sustainable operational management. This includes ensuring that the Lampeter bar and nightclub is run in accordance with relevant legislation and in a cost effective manner which exceeds minimum standards for health and safety.

Main Duties

Lampeter Venue Manager

1. Ensure compliance with all relevant legislation and licensing conditions (including liquor licence, food safety legislation, environmental health, trading laws and fire regulations), and maintain necessary report logs, audit and cash systems, informing the Business and Finance Manager of any concerns or breeches in a timely manner.
2. Ensure the health and safety of Union Staff, members, customers and any approved contractors utilising the services / facilities. Participate fully in the TSDSU Health and Safety sub-committee.
3. Oversee the maintenance of bar equipment, ensuring that all equipment is in good working order.



4. Recruit, train, supervise and support TSDSU casual venue staff, ensuring that they are appropriately skilled and that the team present an appropriate image to customers and that they provide high levels of customer care and understand and can articulate the values and policies of the Students' Union.
5. Keep accurate records of hours worked for the venue team, furnishing the Business & Finance Manager with completed time sheets on a fortnightly basis for authorisation.
6. Achieve the financial targets set out in the operational plan, ensuring that the commercial operation is financially sustainable.
7. Manage the bar ordering stock process, ensuring that sufficient stock is available to meet demand whilst minimising wastage. Monitor and administer the Students' Union's bank accounts as appropriate.
8. Effectively promote and advertise bar services activities and products, completing all required paperwork.
9. Supervise the video and amusement machines operated by the bar, referring matters of concern to the Business & Finance Manager, and repair/maintenance issues to the relevant person/organisation.
10. Ensure that the bar is secured and alarmed appropriately and that effective control is maintained of relevant stock and assets, and that relevant documentation is maintained accurately and in a timely manner.
11. Adhere to the Students' Union's financial procedures and cash control mechanisms and supervise and verify deliveries.
12. To work behind the bar as required.
13. To plan commercial and student-led events for the year in liaison with the campus President and the Business and Finance Manager.
14. To work with the Students' Union's design team to appropriately market events and services.

General Duties

- To support, advise and assist elected student officers in the achievement of their aims and objectives.
- To discharge all relevant Health and Safety Responsibilities.
- To adhere to all relevant Students' Union Policies and Procedures.
- To adhere to all relevant UWTSD Policies and Procedures.
- To be adaptable to change and have an ability to acquire new and relevant skills and knowledge by taking appropriate responsibility for own personal and professional development.



- To represent the Students' Union at relevant professional networks, events and conferences.
- To support and promote the Students' Union's values whilst undertaking duties, demonstrating commitments to equality, bilingualism and democracy.
- To commit to working in a sustainable manner, engaging in the principals of Green Impact and seeking to reduce the SU's environmental impact by acting as a role model and champion for sustainable working.

Personal Specification

Qualifications	Essential	Desirable
No specific qualification is required, however evidence of recent professional development in an area relevant to the role	X	
Experience	Essential	Desirable
Experience of training staff	X	
Experience of running a licensed venue	X	
Experience of budget control as well as setting and achieving financial targets	X	
Experience of creating successful commercial activity within a student market	X	
Knowledge	Essential	Desirable
Advanced knowledge of managing risks and activities	X	
Knowledge of First Aid and Health and Safety requirements in a licenced venue	X	
IOSH Qualified and First Aid Trained		X
Skills	Essential	Desirable
Strong leadership skills	X	
Competent Microsoft Office skills	X	
Empowering approach to management with the ability to motivate yourself and others to achieve challenging targets	X	
Ability to speak and write in Welsh (Highly Desirable)		X
Values	Essential	Desirable
Understanding and commitment to equity, diversity, and inclusion	X	
Drive to work in a democratic environment	X	
Live the Students' union's values	X	
Additional requirements	Essential	Desirable
Ability to undertake some bar shift work.	X	